Utah Adult Education Curriculum Framework

for

English for Speakers of Other Languages (ESOL)

and

English Language/Civics Education (EL/Civics)

ESOL 4

Utah State Office of Education Adult Education Services 2008



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Understanding This Document

The purpose of this document is to provide standards for English language instruction for limited-English-proficient adults, increasing their ability to communicate effectively in English.

The content is compatible with principles of language acquisition for adult students of English and includes skills useful in the workplace, life, and civics/academic applications. Skills are integrated into reading, writing, speaking, and listening formats.

The standards are divided into six ESOL levels, identified by the National Reporting System (NRS).

Progression through the levels is measured by approved standardized tests—BEST Literacy *and* BEST *Plus* or CASAS.

The top area identifies the STRAND							
Column 1- Describes the STANDARD	Column 2 - Describes the BENCHMARKS	Column 3 - Identifies how the EL/Civics Syllabus relates to the Standards and Benchmarks					

It is not intended that students will progress through these standards sequentially. Teachers may present topic-centered lessons that integrate skills from several areas.

FRAMEWORK

A curriculum framework offers a basic structure for how and what is taught in adult ESOL programs. It does *not* contain lesson plans or scope and sequence charts, but rather describes the content areas and skills with which each program and teacher can design a curriculum that is relevant to the needs of his/her particular group of students. Curriculum frameworks are meant to serve as a guide to instruction.

Core Concept

This framework articulates the knowledge and skills adult ESOL students need in order to communicate effectively and confidently in English so that they can meet their needs; advocate for themselves, their families, and their communities; and participate more fully in U.S. society.

The content outlined in this document is meant for all levels of ESOL students, from beginning to advanced. It applies to various program contexts, including general ESOL, ESOL literacy, workplace education, family literacy, corrections, civics education, or those that transition students to higher education, vocational training and/or employment. The core concept of the ESOL Framework recognizes two critical dimensions of adult education:

- A focus on skills, not content.
- An acknowledgment that adults are developing their skills in order to use them in specific contexts.

The skills necessary for mastery of English language learning are contained within the six strands of this framework.

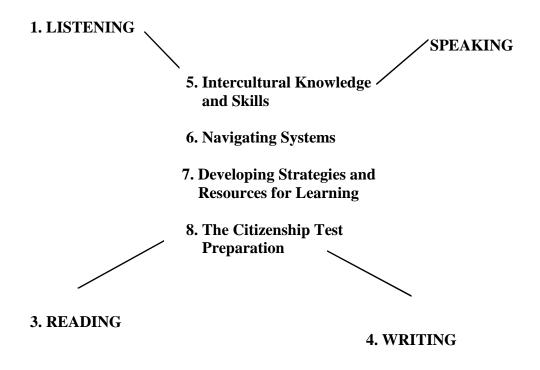
The strands are as follows:

- Listening
- Speaking
- Reading
- Writing
- Navigating Systems
- Inter-Cultural Knowledge and Skills
- Developing Strategies and Resources for Learning, and Civics Education
- Citizenship

All of these skills, in turn, are necessary for mastery of generative skills: communication, decision-making, interpersonal, and lifelong learning skills.

Considering language skills of listening, speaking, reading, and writing in these contexts and seeing their interrelatedness allow teachers to develop and implement a curriculum that will help students to meet high academic standards and help them to meet the challenges and responsibilities of their many roles.

Use Strands 1-4 to teach Strands 5-8



National Reporting System (NRS) Educational Functioning Level Descriptors

ESOL 4

Speaking and Listening: Student understands learned phrases and short new phrases containing familiar vocabulary spoken slowly with some repetition; can communicate basic survival needs with some help; participates in conversation in limited social situations and uses new phrases with hesitation; relies on description and concrete terms. There is inconsistent control of more complex grammar.

Basic Reading and Writing: Student reads text on familiar subjects that has a simple and clear underlying structure (e.g., clear main idea, chronological order); uses context to determine meaning; interprets actions required in specific written directions; writes simple paragraphs with a main idea and supporting details on familiar topics (e.g., daily activities, personal issues) by recombining learned vocabulary and structures; can self and peer edit for spelling and punctuation errors.

Functional and Workplace Skills: Student meets basic survival and social needs, follows some simple oral and written instructions, and has some ability to communicate on the telephone on familiar subjects; writes messages and notes related to basic needs; completes basic medical forms and job applications; handles jobs that involve basic oral instructions and written communication in tasks that can be clarified orally. The student works with or learns basic computer software, such as word processing, and follows simple instructions for using technology.

Test Benchmarks:

	Reading Listening	Scale Scores 201-210 201-210
BEST Plus BEST Literacy	(SPL 4) (SPL 4 = ss 54-66) (SPL 5 = ss 67-71)	439-472 64-67

SPL = Student Performance Levels ss = scale scores

ESOL 4 PROFICIENCY CONDITIONS

Listening and Speaking: Students at this stage of proficiency comprehend standard speech delivered in many settings, including various academic settings, with some repetition and rewording. They are able to comprehend the main ideas and relevant details of extended discussions or presentations on a broad variety of general interest topics. ESOL 4 students have mastered basic sentence structure and verb tenses, but may have some difficulty with more complex structures. Students' speech is at a slow-to-normal rate.

Reading: Students at this stage of proficiency can independently comprehend the content of many different genres of texts. They are able to detect the overall tone and intent of text. Language in text is predominantly factual and literal, with some abstract ideas. Most information is explicit; some is implicit so that some level of inference is required to comprehend the text. Narratives that are biographical or descriptive are often related to personal experience. Linguistic and stylistic means of expression in some texts can be complex. Samples of text include stories, poems, newspaper articles, encyclopedia entries, and reports. The student uses the functions, supporting grammar and mechanics of this and all previous levels.

Writing: Students at this stage of proficiency can write short text using basic vocabulary and common language structures related to the functions, supporting grammar, and mechanics for this level and the preceding levels. At this level, personal experience narratives, expository writings and letters are a focus. Students can express ideas in the present, future, and past and present perfect tenses. Frequent errors are characteristic of this level, especially when students try to express thoughts that require more complex language structures. Writing circumstances and expressions will range from informal to more formal occasions.

ESOL 4 STRAND–Listening

1.	Comprehend spoken English from a variety of sources	A.	Interpret statements, questions, and commands in a variety of familiar situations	a. b. c. d.	Initiate and respond to simple statements within previously studied social situations Ask and answer basic needs questions Understand vowel sounds and patterns Use correct pronunciation as needed
		В.	Interpret information presented in a conversation from a variety of contexts (e.g., in person, on telephone, over announcement system)	a.b.c.d.	Demonstrate telephone skills Understand spoken sentences in context Understand vowel sounds and patterns Use correct pronunciation as needed
		C.	Interview another student about his/her interests, experiences, and preferences	a. b. c. d.	Ask and answer basic needs questions Recognize and produce simple questions, answers, statements, and commands Paraphrase personal, social, and academic discourse Express complex emotions
2.	Acquire vocabulary and apply knowledge of language structure and mechanics to comprehend spoken English	A.	Follow two- and three- step directions to find specific locations	a. b.	Recognize and produce simple questions, answers, statements, and commands Comprehend detailed instructions

ESOL 4 STRAND-Listening (Continued)

English language students		•		
	В.	Follow two- and three- step directions on how to do a task	a. b.	Recognize and produce simple questions answers, statements, and commands Comprehend detailed instructions
	C.	Distinguish between language used in informal vs. simple formal situations (i.e., pay attention to register)	a. b. c.	Express regret, sympathy, empathy, and gratitude Express certainty, doubt, and suspicion Express sympathy, empathy, gratitude and humor in socially and culturally appropriate ways
	D.	Summarize main ideas and supporting details in oral discourse on personal, social, or academic topics with little repetition or rephrasing required	a. b. c.	Use correct pronunciation as needed Predict Be able to summarize, report, and identify inference in spoken information Summarize responses
	E.	Integrate several detailed pieces of oral information to complete a task on familiar processes or procedures	a. b. c.	Paraphrase personal, social, and academic discourse Express complex emotions Express sympathy, empathy, gratitude and humor in socially and culturally appropriate ways

ESOL 4 STRAND-Listening (Continued)

3. Use a variety of strategies to acquire and comprehend spoken English	A.	Identify key information/details in a given description (e.g., description of a place, person, on telephone, over announcement system)	a. b.	Be able to summarize, report, and identify inference in spoken information Express complex emotions
	В.	Identify key information/details in a given description (e.g., description of a place, person, or event)	a. b.	Be able to summarize, report, and identify inference in spoken information Express complex emotions
	C.	Respond to requests for clarification and elaboration	a. b.	Respond to and ask open- ended questions in order to clarify information (e.g., "Why did you go to the hospital?") Summarize responses
	D.	Distinguish between facts and opinions in conversation	a. b.	Express sympathy, empathy, gratitude and humor in socially and culturally appropriate ways Summarize responses

ESOL 4 STRAND–Speaking/Pronunciation

1.	Express themselves orally in English for a variety of purposes	A.	Request information and express needs (e.g., in person or by phone)	a. b. c.	Demonstrate telephone skills Express regret, sympathy, empathy, and gratitude Use courtesy structures and frequently used idioms
		В.	Express satisfaction/dissatisfa ction and agreement/ disagreement	a. b.	Correct pronunciation as needed Express regret, sympathy, empathy, and gratitude
		C.	Express opinions and provide factual information	a. b.	Express regret, sympathy, empathy, and gratitude Recognize and produce simple questions, answers, statements and commands
2.	Acquire vocabulary and apply knowledge of English language structure and mechanics to produce comprehensible speech in English	A.	Predict	a. b.	Identify and predict outcomes to a spoken discourse Use correct pronunciation as needed
		В.	Use appropriate language in both informal and simple formal situations	a. b.	Correct pronunciation as needed Be able to summarize, report, and identify inference in spoken information

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C.	Pronounce "chunks" (words that often go together) linking the words together	a. b. c.	Correct pronunciation as needed Use courtesy structures and frequently used idioms Link words together as needed
D.	Contrast/produce phonemes needed to enhance comprehensibility (e.g., based on students' needs, /l/ vs. /r/ or /th/ vs. /t/)	a. b.	Correct pronunciation as needed Be able to contrast and produce phonemes needed to enhance comprehensibility
E.	Produce stress of multi-syllabic words	a. b.	Correct pronunciation as needed Produce stress of multi-syllabic words
F.	Produce short and long vowel sounds (based on students' needs)	a. b.	Demonstrate understanding of vowel sounds and patterns Produce and contrast long and short vowel sounds
G.	Produce the schwa sound used in unstressed syllables	a. b.	Correct pronunciation as needed Produce the schwa sound used in unstressed syllables
H.	Produce end-of- question and - sentence intonation	a. b. c.	Correct pronunciation as needed Produce end-of-question and - sentence intonation Respond to and ask open-ended questions in order to clarify information (e.g., "Why did you go to the hospital?")

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Eng	lish language students v	will	•		
		I	Reproduce "phrasing words" into "thought groups or chunks," pausing between the phrases	a. b.	Be able to summarize, report, and identify inference in spoken information Reproduce "phrasing words" as needed
3.	Use a variety of strategies to acquire and convey meaning through spoken English	A.	Produce simple statements, questions, and commands (i.e., interact) in less familiar contexts	a. b.	Demonstrate understanding of spoken sentences in context Be able to summarize, report, and identify inference in spoken information Respond to and ask openended questions in order to clarify information (e.g., "Why did you go to the hospital?")
		В.	Ask and answer questions using complete sentences when appropriate	a. b. c. d.	Initiate and respond to simple statements within previously studied social situations Ask and answer basic needs questions Recognize and produce simple questions, answers, statements and commands Express regret, sympathy, empathy, and gratitude
		C.	Give directions to a specific location	a. b.	Ask and answer basic direction questions Recognize directional words (e.g., left, right, north, south, etc.)

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	D.	Provide two- and three-step instructions on how to do something	a. b. c.	Demonstrate comprehension of detailed instructions Provide two- and three-step instructions Integrate several detailed pieces of oral information to complete tasks on familiar processes or procedures
	E.	Describe simple descriptions (e.g., describe a person, place, or event)	a. b.	Be able to make simple descriptions based on pictures Express the details of an upcoming or past event
	F.	Follow "how-to" directions	a. b. c.	Demonstrate comprehension of detailed instructions Follow simple directions Integrate several detailed pieces of oral information to complete tasks on familiar processes or procedures Respond to and ask openended questions in order to clarify information (e.g., "Why did you go to the hospital?")
	G.	Recognize shift in meanings when using different emphases in sentence stress	a.	Demonstrate understanding and usage of courtesy structures and frequently used idioms

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	Н.	Recognize shift in meanings when using different emphases in sentence stress	b. c.	Be able to summarize, report, and identify inference in spoken information Integrate several detailed pieces of oral information to complete tasks on familiar processes or procedures
	I	Express complex emotions	a. b. c.	Initiate and respond to simple statements within previously studied social situations Express regret, sympathy, empathy, and gratitude Respond to and ask openended questions in order to clarify information (e.g., "Why did you go to the hospital?")
	J.	Express sympathy, empathy, gratitude and humor in socially and culturally appropriate ways	a. b.	Initiate and respond to simple statements within previously studied social situations Demonstrate understanding and usage of courtesy structures and frequently used idioms Respond to and ask openended questions in order to clarify information (e.g., "Why did you go to the hospital?")

- K. Interview another student about his/her interests, experiences, and preferences, summarizing the responses
- a. Be able to summarize, report, and identify inference in spoken information
- b. Express regret, sympathy, empathy, and gratitude
- c. Summarize main ideas and supporting details in oral discourse on personal, social, or academic topics with little repetition or rephrasing required

ESOL 4 STRAND–Reading

3. Read and comprehend a variety of English texts for various purposes	A.	Determine meaning of new vocabulary using contextual clues and decoding skills	a. b.	Apply knowledge of common Greek and Latin roots and affixes in demonstrating understanding of content area vocabulary Distinguish and interpret words with multiple meanings using word, sentence and paragraph clues such as definitions, examples, restatement or contrast in determining meaning
	В.	Interpret information in an authentic paragraph, text, or in documents	a. b.	Understand simple public announcements and short, straightforward instructions Read abbreviations (weights, measures, size, etc.) and simple time/date
	C.	Read from the Internet	a. b. c.	Read abbreviations (weights, measures, size, etc.) and simple time/date Read directions, manuals, and instruction books Identify and access several pieces of information in online, electronic, or print resources
	D.	Determine the meaning of figurative language, including similes, metaphors, personification, and idioms	a.	Apply knowledge of common Greek and Latin roots and affixes in demonstrating understanding of content area vocabulary

English language students will						
		E.	Determine the meaning of figurative language, including similes, metaphors, personification and idioms	b. с.	Read purposeful and varied vocabulary needed to draw inferences, express various feelings, summarize/report on events, and make predictions Distinguish and interpret words with multiple meanings using word, sentence and paragraph clues such as definitions, examples, restatement or contrast in determining meaning	
v a o la a r c	Acquire vocabulary and apply knowledge of English anguage structure and mechanics to read and comprehend written text	Α.	Read simple descriptions and narratives on familiar subjects	a. b.	Read three or four paragraphs Read abbreviations (weights, measures, size, etc.) and simple time/date	
		В.	Follow specific written directions/ instructions to perform an activity	a. b.	Read directions, manuals, and instruction books Distinguish and interpret words with multiple meanings using word, sentence and paragraph clues such as definitions, examples, restatement or contrast in determining meaning	
		C.	Identify comparison and contrast information in a text	a.	Read purposeful and varied vocabulary needed to draw inferences, express various feelings, summarize/report on events, and make predictions	

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	D.	Identify comparison and contrast information in a text	b.	Distinguish and interpret words with multiple meanings using word, sentence, and paragraph clues such as definitions, examples, restatement or contrast in determining meaning
	E.	Make inferences using familiar text	a. b.	Read abbreviations (weights, measures, size, etc.) and simple time/date Recognize plot, setting, and characterization
	F.	Identify themes of newspaper and magazine articles and popular, easy fiction	a. b.	Recall important dates Read purposeful and varied vocabulary needed to draw inferences, express various feelings, summarize/report on events, and make predictions
	G.	Use information from text and text features to determine the sequence of activities needed to carry out a procedure	a. b.	Recall important dates Read purposeful, varied vocabulary needed to draw inferences, express various feelings, summarize/report on events, and make predictions Distinguish and interpret words with multiple meanings using word, sentence and paragraph clues such as definitions, examples, restatement, or contrast in determining meaning

3.	Use a variety of strategies to comprehend written English	A.	Skim prose text and in documents for main idea and details	a. b.	Demonstrate basic skimming and scanning skills Distinguish and interpret words with multiple meanings using word, sentence, and paragraph clues such as definitions, examples, restatement or contrast in determining meaning Summarize main ideas and essential elements of text
		В.	Identify main idea, supporting details, and transitions in a paragraph or text	a. b.	Recognize plot, setting and characterization Distinguish and interpret words with multiple meanings using word, sentence, and paragraph clues such as definitions, examples, restatement or contrast in determining meaning Summarize main ideas and essential elements of text
		C.	Compare information from two or three different sources	a. b.	Recall important dates Read purposeful and varied vocabulary needed to draw inferences, express various feelings, summarize/report on events, and make predictions Summarize main ideas and essential elements of text

- D. Determine the meanings, pronunciations, syllabication, synonyms, antonyms, and correct spelling of words by using a dictionary
- a. Use dictionary guide words and headings
- b. Use a dictionary to find meanings of words
- c. Use a dictionary to find out how to pronounce words
- d. Use a dictionary to find synonyms and antonyms
- e. Use a dictionary to find the correct spelling of a word

ESOL 4 STRAND–Writing/Grammar

(Grammar is not explicitly tested by either BEST Literacy and BEST *Plus* or CASAS; therefore, grammar levels may need to be adjusted/tailoring the levels to meet the needs of the students.)

1.	Express themselves in written English for a variety of purposes	A.	Take detailed messages (e.g., telephone messages)	a. b.	Apply rules of capitalization Use sentence patterns (declarative, interrogative, and imperative) in authentic written materials Write simple narratives of three to four paragraphs in formal letters, summaries, and/or creative passages
		В.	Take simple notes from authentic discourse	a. b.	Apply rules of capitalization Use sentence patterns (declarative, interrogative, and imperative) in authentic written materials Write simple narratives of three to four paragraphs in formal letters, summaries, and/or creative passages
		C.	Write simple letters of request/complaint	a. b. c. d.	Use basic letter form Use simple, compound, and complex sentence structures Apply rules of capitalization Use sentence patterns (declarative, interrogative, and imperative) in authentic written materials

English language student	ts will	
	D. Write simple letters of request/complaint	 e. Write simple narratives of three to four paragraphs in formal letters, summaries, and/or creative passages f. Write detailed, formal letters (e.g., letters of recommendation) using business format g. Write simple narratives of three to four paragraphs in formal letters, summaries, and/or creative passages
2. Acquire vocabulary and apply knowledge of English language structure and mechanics in writing	A. Complete authentic forms (e.g., job applications, insurance documents, medical history forms, etc.)	 a. Apply rules of capitalization b. Complete forms for a variety of reasons (e.g., job applications, medical history, educational history, job history, insurance documents, registration forms, etc.)
	B. Use past habitual with "used + infinitive" in writing authentic material	 a. Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material b. Use past habitual with "used + infinitive" in writing authentic material

(Grammar is not explicitly tested by either BEST Literacy and BEST *Plus* or CASAS; therefore, grammar levels may need to be adjusted/tailoring the levels to meet the needs of the students.)

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	C.	Use present perfect (contrast to other tenses using "for," "since," "already," and "yet") in writing authentic material	a. b.	Understand and use the basics of present perfect in writing authentic material Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material
	D.	Use past continuous (in contrast to simple past) in writing authentic material	a. b. c. d.	Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material Identify and use past perfect (affirmative, negative, and interrogative) in writing authentic material Recognize and use past progressive (affirmative, negative, and interrogative) in writing authentic material Recognize and use time clauses (with before, when, and after) in written work Understand and use present conditional future in written assignments
	E.	Use tag questions in writing authentic material	a.	Use tag questions in writing authentic material

(Grammar is not explicitly tested by either BEST Literacy and BEST *Plus* or CASAS; therefore, grammar levels may need to be adjusted/tailoring the levels to meet the needs of the students.)

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	F.	Use tag questions in writing authentic material	b.	Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material	
	G.	Use conditionals (e.g., present real, present unreal) in writing authentic material	a.b.c.d.	Recognize rules of spelling verb forms (simple, past, and progressive) Recognize and use irregular verbs in writing authentic material Understand and use imperatives in authentic writing Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material	
	Н.	Use simple adverbial clauses (e.g., before/after, if/then, because/since) in writing authentic material	a. b.	Recognize and use the parts of speech (nouns, verbs, adjectives, and adverbs) in authentic written material Use sentence patterns (declarative, interrogative, and imperative) in authentic written material	

(Grammar is not explicitly tested by either BEST Literacy and BEST *Plus* or CASAS; therefore, grammar levels may need to be adjusted/tailoring the levels to meet the needs of the students.)

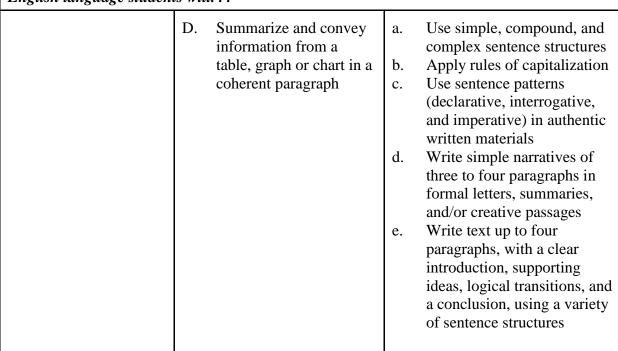
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	I.	Use simple adverbial clauses (e.g., before/after, if/then, because/since) in writing authentic material	c.	Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material Recognize and use countable and non-countable nouns with adverbs of quantity in written work
	J.	Use passive voice in writing authentic material	a. b.	Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs in writing authentic material) Use passive voice in writing authentic material
	K.	Use reflexive pronouns (e.g., myself, yourself, herself, ourselves, themselves) in authentic writing	a.	Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material
	L.	Use common phrasal verbs (e.g., do and make, say and tell, bring and take, learn and teach, go and come, etc.) in authentic writing	a. b.	Demonstrate correct use of two-part verbs related to content in authentic material Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material

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		M.	Use modals (e.g., ought to, had better, would rather) in authentic writing	a. b.	Understand and use modals (i.e., can, could, should, may, might, will, would) in writing authentic material Understand and use modals (e.g., ought to, had better, would rather) in writing authentic material Use and understand the parts of speech (nouns, verbs, adjectives, and adverbs) in writing authentic material
3.	Use a variety of strategies to acquire language and convey meaning through written English	A.	Draft, organize, write, and edit short paragraphs using a topic sentence, supporting details, and transitions	a. b. c. d.	Recognize rules of spelling verb forms (simple, past, and progressive) Use simple, complex, and compound sentence structures Apply rules of capitalization Use sentence patterns (declarative, interrogative, and imperative) in authentic written materials Write simple narratives of three to four paragraphs in formal letters, summaries, and/or creative passages

(Grammar is not explicitly tested by either BEST Literacy and BEST *Plus* or CASAS; therefore, grammar levels may need to be adjusted/tailoring the levels to meet the needs of the students.)

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	В.	Draft, organize, write, and edit short paragraphs using a topic sentence, supporting details, and transitions	f. g. h.	Write text up to four paragraphs, with a clear introduction, supporting ideas, logical transitions, and a conclusion, using a variety of sentence structures Demonstrate good control of complex sentence structures in written form Write simple narratives of three to four paragraphs in formal letters, summaries, and/or creative passages
	C.	Appropriately apply punctuation for this level	a. b.	Use sentence patterns (declarative, interrogative, and imperative) in authentic written material Write simple narratives of three to four paragraphs in formal letters, summaries, and/or creative passages

(Grammar is not explicitly tested by either BEST Literacy and BEST *Plus* or CASAS; therefore, grammar levels may need to be adjusted/tailoring the levels to meet the needs of the students.)



Suggested Curriculum Materials for ESOL 4

BOOKS

504 Absolutely Essential Words

Active Listening (pronunciation)

At Home in Two Lands (reading)

Back and Forth, by Palmer, Rodgers, and Olson (Alemany Press)

Basic English Grammar, Volume A

Basic English Grammar by Azar (Prentice Hall Regents,)

Basic English Grammar–Teacher's Edition (Prentice Hall Regents)

Basic English Grammar–Workbook (Prentice Hall Regents)

Basic Grammar in Use, by Raymond Murphy (grammar, speaking, reading, listening, writing, thinking skills) (Press Syndicate of the University of Cambridge)

Basic Oxford Picture Dictionary—Literacy Program (red three-ring binder)

Basic Oxford Picture Dictionary—Teacher's Resource Book

Basic Oxford Picture Dictionary-Red

Basic Oxford Picture Dictionary Workbook-Red

Building Real-Life English Skills

Clear Speech (pronunciation)

Communication for Today, Level 4 (Steck-Vaughn Company)

Communication for Today, Level 4–Teacher's Edition (Steck-Vaughn Company)

Communication for Today, Level 4–Workbook (Steck-Vaughn Company)

English ASAP Literacy, Level 3

English in Action 3 (Life Skills)

English in Action, Book 4, by Barbara H. Foley and Elizabeth R. Neblett (Thomson-Heinle & Heinle)

English in Action, Book 4–CD

English in Action, Book 4-Teacher's Manual

English for Spanish Speakers, Book 3-Orange

English for Spanish Speakers, Book 4–Green

Expressways: English for Communication, Book 2

Focus on Grammar–Intermediate (grammar)

Fundamentals of English Grammar by Azar (Prentice Hall Regents)

Fundamentals of English Grammar Teacher's Edition (Prentice Hall Regents)

Fundamentals of English Grammar Workbook (Prentice Hall Regents)

Fundamentals of Grammar, by Azar (Prentice Hall Regents)

Grammar in Context 2 (grammar)

Grammar in Use, Intermediate

Health for Ages 10 to Adult

Heartbeat, by Sharon Creech (reading, thinking skills)

Interchange English for International Communication Level 1 (Press Syndicate of the University of Cambridge)

Interchange English for International Communication, Level 1–Cassette Tape (Press Syndicate of the University of Cambridge)

Interchange English for International Communication, Level 1–Teacher's Addition (Press Syndicate of the University of Cambridge)

Interchange English for International Communication, Level 1–Workbook (Press Syndicate of the University of Cambridge)

Keys to Learning, by Cahmot, Keatly, and Anstrom (Pearson Education Group–Longman)

Language Exercises for Adults (A-D)

Laubach Way to Reading by Frank C. Laubach, Elizabeth Kirk, Robert Laubach (New Readers' Press)

Life Prints: ESL for Adults, Book 1 (New Readers' Press)

Life Prints: ESL for Adults, Book 1–Cassette Tape (New Readers' Press)

Life Prints: ESL for Adults, Book 1–Teacher's Edition (New Readers' Press)

Life Prints: ESL for Adults, Book 1-Workbook (New Readers' Press)

Line by Line, Volume II, by Steven J. Molnsky and Bill Bliss (Prentice Hall Regents)

Longman Dictionary (vocabulary)

Math Skills for the Workforce: Measurement, Geometry, and Algebra (Steck-Vaughn Company)

More True Stories

New Horizons in English, Level 4 (Pearson/Addison Wesley)

New Horizons in English, Level 4—Teacher's Edition (Pearson/Addison Wesley)

New Horizons in English, Level 4–Workbook (Pearson/Addison Wesley)

New Oxford Picture Dictionary

New Oxford Picture Dictionary Beginner's Workbook

New Oxford Picture Dictionary Intermediate Workbook

Newspaper cartoons (for reading, culture, and thinking skills)

Oxford Picture Dictionary (vocabulary)

Oxford Picture Dictionary Beginning Workbook

Oxford Picture Dictionary Grammar Activities

Phrase by Phrase, by Marsha Chan (Prentice Hall Regents)

Pronunciation Drills, by Edith Trager (ESL Publications)

Pronunciations Drills in Depth, by Edith Trager (ESL Publications)

Reading for Today, Level 4 (Steck-Vaughn Company)

Reading for Today, Level 4–Teacher's Edition (Steck-Vaughn Company)

Reading for Today, Level 4–Workbook (Steck-Vaughn Company)

Reading Skills for Life

Real-Life English, Level 4 (Life Skills) (Steck-Vaughn Company)

Real-Life English, Level 4—Teacher's Edition (Steck-Vaughn Company)

Real-Life English, Level 4–Workbook (Steck-Vaughn Company)

Sequential Structural Patterns for ESL Students (grammar)

Side by Side 1, Third Edition Steven J. Molinksy and Bill Bliss (Pearson Education Group–Longman) An all-skills program that integrates conversation practice, reading, writing, and listening, four levels each has: student books, activity workbooks, teacher's guide, and audio program.

Side by Side 2, by Steven J. Molinksy and Bill Bliss (Pearson Education Group-Longman)

Side by Side 2-Workbook, by Steven J. Molinksy and Bill Bliss (Pearson Education Group-Longman)

Side by Side 3, by Steven J. Molinksy and Bill Bass (Pearson Education Group–Longman)

Side by Side 3–Workbook, by Steven J. Molinksy and Bill Bass (Pearson Education Group–Longman)

Stand Out (Life Skills)

Step Forward Book 3 (Oxford University Press)

Stories Plus by Ann Gianola (New Readers' Press)

Success: Communicating in English, by Michael Walker (Pearson/Addison Wesley)

Survival English, Books 1-3

Teaching Ideas for ESL Classes (grammar, speaking, reading, listening)

The House on Mango Street, by Sandra Cisneros (reading, thinking skills)

The New Grammar in Action. Volume II, by Foley and Neblitt (Heinle & Heinle)

The U.S.A.: Customs and Institutions, by Ethel Tiersky and Martin Tiersky (culture, reading, writing, speaking, thinking skills)

True Stories in the News, by Sandra Heyer (Pearson Education Group–Longman)

Vocabulary in Use-Intermediate

Word by Word Basic Beginning Workbook (light blue) (Pearson Education Group-Longman)

Word by Word Basic Literacy Workbook (white) (Pearson Education Group-Longman)

Word by Work Beginning Workbook (blue) (Pearson Education Group–Longman)

Word by Work Handbook of Vocabulary Teaching Strategies (Pearson Education Group-Longman)

Word by Word Intermediate Workbook (green) (Pearson Education Group-Longman)

Word by Word Literacy Workbook (yellow) (Pearson Education Group–Longman)

Word by Word Picture Dictionary (blue), by Steven J. Molinsky and Bill Bliss (Pearson Education Group–Longman)

Word by Word Picture Dictionary Beginning Workbook, by Steven J. Molinsky and Bill Bliss (Pearson Education Group–Longman)

Word by Word Song Book

Word by Word (three-ring binder)

Word Power Spelling & Vocabulary, Beginning (McGraw-Hill/Contemporary)

Word Power Spelling & Vocabulary, Beginning—Teacher's Edition (McGraw-Hill/Contemporary)

Working in English, Book II by Marianne Brems (McGraw-Hill/Contemporary)

SOFTWARE

Easy English: Academic Success for You, by Brian Buntz and Steve Hambright (Digital Education Productions) This is a computer-assisted language program that is reasonably priced. There are six units.

ELLIS Middle Mastery 3.0 (thematic scope/sequence; class/computer instruction; grammar, speaking, reading, listening, culture, survival skills, technology) This is a program that includes video clips of actual speakers in social situations with a complex interface that allows the user to explore the language at a number of levels. Users can slow the speech down, view articulation diagrams to see how sounds are produced, choose to explore idioms and cultural expressions, play a role in a dialogue, and test their comprehension of the dialogue.

Merriam-Webster Online Dictionary (reading, grammar, technology)

Tell Me More Teacher's Guide by Auralog

Tell Me More User's Guide by Auralog

Tell Me More Workbook 1 by Auralog

Tell Me More Workbook 2 by Auralog

MULTIMEDIA

Grammar Rock—Schoolhouse Rock video (grammar, listening)

Standard Deviants (thinking, reading)

TEACHER RESOURCES

Adult Education EL/Civics Syllabus (USOE)

Teaching Ideas for ESL Students (old book yellow, new book red), USOE

Sequential Structural Patterns for ESL Students for the Advancement of Adult English Language Learners (light blue), USOE

Tennessee Adult ESOL Curriculum Resource Book (USOE)

Common American Phrases

SOS-Speaking of Survival (cassette tape)

501 Spanish Verbs

501 English Verbs

Idioms for Everyday Use

504 Absolutely Essential Words

Functional English (large green plastic binder)

Ingles sin Barreras El Video–Maestro de Ingles (Cuaderno de ejercicios) Set of 12 videos, each with a book, workbook, and tape, appropriate for ESOL Levels 1-4. Designed for Spanish speakers.

News for You (New Readers' Press;) A weekly, low-reading-level newspaper. Each week's issue includes a free four-page teacher's guide with easy-to-do activities in a variety of subject areas, as well as key vocabulary, discussion questions, and language activities. Background information to build meaningful activities is included with two pages of reproducible exercises for students to work on individually or in groups. Will send two weeks of free samples.

Check with your local papers. Many of them will send free classroom copies.

BOOK PUBLISHERS

ESL Publications, Ohio State University, 1320 Kinnear Road Columbus, OK 43212; Website: http://esl.eng.ohio-state.edu/publications.php

Heinle & Heinle; Phone: 1-800-354-9706

McGraw-Hill/Contemporary; Website: http://www.contemporarybooks.com

New Readers' Press, U.S. Publishing Division of Laubach Literacy International, P.O. Box 35888, Syracuse, NE 13235-5888; Phone: 1-800-448-8878; Website: http://www.newreaderspress.com; E-mail: nrp@laubach.org; New Readers' Press, U.S. Publishing Division of Laubach Literacy, Box 131, Syracuse, NY 13210

Oxford University Press, 200 Madison Ave, New York, NY 10016 USA

Pearson/Addison Wesley, 2725 Sand Hill Road, Menlo Park, CA 94025; Phone: 1-415-854-0300; Website: http://www.aw-bc.com

Pearson Education Group-Longman, P.O. Box 2649, Columbus, OH 43216-2649

Prentice Hall Regents, Upper Saddle River, NJ 07458; Prentice Hall Regents, Order Department, 200 Old Tappan Road, Old Tappan, NJ 07675; Phone: 1-800-223-1360; Fax: 1-800-445-6991; Website: http://wwwphregents.com

Press Syndicate of the University of Cambridge, The Pitt Building, Trumpington Street, Cambridge CB2, 40 West 20th Street, New York, NY 10011-4211 USA

Steck-Vaughn Company, P.O. Box 26015, Austin, TX 78755

Thomson-Heinle & Heinle; Phone: 1-800-354-9706

Intercultural Knowledge and Skills and Developing Strategies and Resources for Learning

The Listening, Speaking, Reading, and Writing strands have benchmarks, while Intercultural Knowledge and Skills, Navigating Systems, and Developing Strategies and Resources for Learning do not. These latter three strands cannot be measured by benchmarks and proficiency levels in the same way that oral and literacy skills can be. Nor can they be assessed using BEST Literacy, BEST *Plus* or CASAS, which measure English oral or writing proficiency.

The skills described in Intercultural Knowledge and Skills, Navigating Systems, and Developing Strategies and Resources for Learning are, however, vitally important to teach and measure informally in the classroom. The Life Skills areas of the EL/Civics syllabus are very similar. It is important to teach health, housing, banking, transportation, etc., as part of Navigating Systems and Developing Strategies and Resources for Learning. Most of the skills needed in the civics area can be taught through use of the Reading, Writing, Speaking and Listening strands using class/student needs as the guide for how much or how little of these areas of focus need to be taught.

STRAND	STANDARD
Developing Strategies and Resources for Learning	English language students will be able to
	 Develop and use strategies to set and achieve personal goals. Develop and use memory strategies. Develop and use study skills for formal education. Identify and use independent language learning opportunities inside and outside of the classroom. Identify their learning strengths and weaknesses and develop effective personal language learning strategies. Develop and use affective strategies to manage feelings about language learning. Develop and use social strategies for language learning.

ESOL 4 STRAND-Developing Strategies and Resources for Learning

STRAND-Developing Strategies and Resources for Learning						
STANDARD	SYLLABUS-Education					
 English language students will be able to Develop and use strategies to set and achieve personal goals. Develop and use memory strategies. Develop and use study skills for formal education. Identify and use independent language learning opportunities inside and outside of the classroom. 	 Continue to review and update SEOP Verbally explain and describe his/her previous educational experience Verbally explain why and how to access "special help" (e.g., women's center/shelter, etc.) 					
 5. Identify their learning strengths and weaknesses and develop effective personal language learning strategies. 6. Develop and use affective strategies to manage feelings about language learning. Develop and use social strategies for language learning. 						

STRAND	STANDARD
Intercultural Knowledge and Skills	English language students will be able to
	 Identify and describe the significance of cultural images and symbols—U.S. cultures and their own. Analyze everyday behaviors in U.S. culture and compare and contrast these with their own. Identify culturally-determined behavior patterns. Analyze and describe diversity in U.S. cultures. Compare and contrast the differences and similarities in the values and beliefs of their own culture and the U.S. cultures, and the balance that must be struck between acculturation and preserving their own culture. Recognize cultural stereotypes—favorable and discriminatory—and describe how they impact their own and others' behavior. Examine their own cultural adjustment process and the personal balance that must be struck between acculturation and preserving their own culture.

Public and Community Service Health

ESOL 4 STRAND–Navigating Systems			
STANDARD	SYLLABUS–Public and Community Services	SYLLABUS-Health	
 English language students will be able to Describe their public/community service and health care needs. Identify and locate particular systems connected to the specific identified needs. Develop the skills needed to act within these systems to meet their public/community service and health care needs. Assess whether these systems have responded to their needs, determine/revise steps, and challenge these systems if they choose. 	 Describe how to access private job services (e.g., Manpower, temp services, etc.) Describe how to access DWS Demonstrate verbal understanding of location directions Verbally discuss needs and problems with DWS personnel, using both past and present tense Verbally recognize key words or phrases on computer-generated notices or form letters Verbally describe how to seek assistance using specific interpreting terms With minimal difficulty, verbally express needs related to public/community services Read/respond to communication from school 	 Demonstrate how to complete a basic medical form Demonstrate how to make a doctor/dentist appointment by phone Verbally demonstrate how to inquire about a friend or relative who is in the hospital Verbally state and repeat doctor or dentist questions Verbalize understanding of medical history questions at a hospital or clinic Demonstrate ability to follow written directions on pharmacy medications Participate in an introductory class pertaining to the different types of mental illness Verbally demonstrate the process to access mental health services 	

ESOL 4
STRAND–Navigating Systems (Continued)

51 KAND-Navigating Systems (Continued)			
STANDARD	SYLLABUS–Public and Community Services	SYLLABUS-Health	
 English language students will be able to Describe their public/community service and health care needs. Identify and locate particular systems connected to the specific identified needs. Develop the skills needed to act within these systems to meet their public/community service and health care needs. Assess whether these systems have responded to their needs, determine/revise steps, and challenge these systems if they choose. 	9. Verbally describe how to access emergency food and HEAT assistance 10. Verbalize how to access public legal services 11. Verbally describe in basic terms the purpose of the following community services, including how to access each: human services, information and referral services, libraries, legal assistance, motor vehicles department, senior citizens services, crime prevention, UTA, charity resources, substance abuse resources, and counseling	 9. Verbally demonstrate a basic understanding of health insurance, women's health services, and immunizations 10. Purchase nonprescription drugs 11. With assistance, communicate with pharmacist as a medical resource 	

Housing Life Skills

ESOL 4 STRAND–Navigating Systems			
STANDARD	SYLLABUS-Housing	SYLLABUS-Life Skills	
English language students will be able to 1. Describe their housing and life skills needs. 2. Identify and locate particular systems connected to the specific identified needs. 3. Develop the skills needed to act within these systems to meet their housing and life skills needs. Assess whether these systems have responded to their needs, determine/ revise steps, and challenge these systems if they choose.	 Describe verbally tenants' rights and responsibilities, legal assistance for housing disputes, housing authority, and low-income housing vocabulary Verbally express personal/family needs/wants in housing 	 Read store signs Verbally explain lease terms and obligations Verbally explain basic funeral and burial planning processes Verbally provide information on obtaining legal assistance, medical help, and public assistance Verbally describe the basics of home ownership and available housing assistance 	

Consumerism/Shopping Transportation

ESOL 4 STRAND–Navigating Systems

STRAND–Navigating Systems			
STANDARD	SYLLABUS- Consumerism/Shopping	SYLLABUS– Transportation	
English language students will be able to 1. Describe their consumerism/shopping and transportation needs. 2. Identify and locate particular systems connected to the specific needs they have identified. 3. Develop the skills needed to act within the systems to meet their consumerism/shopping and transportation needs. 4. Assess whether these systems have responded to their needs, determine/revise steps, and challenge these systems if they choose.	1. Verbally describe consumer rights and where to find a consumer protection agency 2. Describe problems with appliances and other household items to a repair person 3. Verbally describe the steps to be taken to maintain a positive credit reference 4. Demonstrate use of the system of weights and measures in food purchases, finding distances, measuring ingredients for a recipe, etc. 5. Demonstrate how to order items from catalogues 6. Demonstrate how to use the Internet in locating	1. Read used car classified ads 2. Ask pertinent questions about purchasing cars 3. Read and follow city maps 4. Give verbal directions 5. Verbally describe what to do when a car is disabled 6. Verbally describe basic road rules, towing, repair services, and costs of maintaining a car 7. Verbally describe purpose of automobile clubs' rules, services, and cost 8. Call and/or access transit information	
	merchandise 7. Verbally describe how their clothing fits (e.g., long, short, tight, etc.)		

Banking Money

ESOL 4 STRAND–Navigating Systems

	STRAND–Navigating Systems				
	STANDARD		SYLLABUS-Banking		SYLLABUS-Money
	glish language students Il be able to Describe their banking	1. 2.	Balance a checkbook Demonstrate how to reconcile a bank statement and be able to	1.	Review and reinforce basic money concepts of the U.S., exchange rates, etc.
2.	and money needs Identify and locate		verbally explain its importance		cte.
	particular systems connected to the specific needs they have identified				
3.	Develop the skills needed to act within these systems to meet their banking and money needs				
4.	Assess whether these systems have responded to their needs, determine/revise steps, and challenge these systems if they choose				

Parenting Skills Work

ESOL 4 STRAND–Navigating Systems

STRAND-Navigating Systems			
STANDARD	SYLLABUS-Parenting Skills	SYLLABUS-Work	
English language students will be able to 1. Describe their parenting and work needs 2. Identify and locate particular systems connected to the specific needs they have identified 3. Develop the skills needed to act within these systems to meet their parenting and work needs 4. Assess whether these systems have responded to their needs, determine/ revise steps, and challenge these systems if they choose	1. Participate in and understand parent-teacher conferences 2. When needed, access help for "problem children" with assistance 3. Verbally converse with school personnel to determine children's needs and progress 4. When needed, access special education services with assistance 5. With assistance, appeal a child's placement in school as needed 6. With assistance, determine child's IEP needs 7. Explain personal safety issues to family members 8. Verbally state the purpose of school insurance	 Verbally practice answers to basic job interview questions Prepare a simple resume Verbally explain steps to follow if laid off or fired Verbally state steps to follow if he/she becomes sick or is hurt on the job Ask about job requirements and duties, and understand simple explanations Ask about job availability Explain why he/she will be gone at a future date Explain, in detail, problems related to job operations 	

Laws and Government History

ESOL 4 STRAND–Navigating Systems			
STANDARD	SYLLABUS–Laws and Government	SYLLABUS-U.S. History	
English language students will be able to 1. Describe their law/government and history needs 2. Identify and locate particular systems connected to the specific needs they have identified 3. Develop the skills needed to act within these systems to meet their needs 4. Assess whether these systems have responded to their needs, determine/ revise steps, and challenge these systems if they choose	1. Explain the basics of human rights and discrimination 2. Verbally explain the differences and importance of the three levels of government (i.e., city, state, federal) 3. Explain the basics of traffic court 4. Independently obtain/renew driver's license Demonstrate and verbally describe how to access government services, including (a) assistance with naturalization; (b) employment authorization; (c) immigration law (visa, petitions, affidavits); and (d) general tax	 Read an "elementary" United States history text Identify geographic locations throughout the United States Citizenship questions 4, 5, 33, 34, 39, 41, 42, 48, 54, 60, 63, 65, 66, 67, 68, 70, 73, 74, 75, 76, 97 Senior questions 654, 75, 97 	

ESOL Framework Glossary

Academic achievement standards. The expected performance of students based on measures of academic achievement; for instance, "All students will score at least 76 percent correct on the performance-based assessment."

Academic content standards. Standards developed to demonstrate what is expected of all students in the content areas.

Academic English. The National Center for Research on Cultural Diversity and Second Language Learning defines academic language broadly to include:

- 1. Semantic and syntactic features such as vocabulary items, sentence structure, transition markers, and cohesive ties; and
- 2. Language functions and tasks that are part of the social studies classroom routine, such as defining terms, explaining historical significance, reading expository text, and preparing research reports.

Academic English is also defined as the ability to read, write, and engage in substantive conversations about math, science, history, and other school subjects.

Academic (or basic) skills-based approach. Focus on skill development in reading, writing, and English language acquisition. Basic skills curricula usually consist of a sequence of skills that are introduced and practiced at higher levels of complexity as students advance within the program.

Accommodation. Adapting language (spoken and/or written) to make it more understandable to second language students. In assessment, accommodations may be made to the presentation, response method, setting, or timing/scheduling of the assessment.

Accountability. The extent to which a teacher and/or program is held responsible for meeting specified outcomes measures. Accountability systems require programs to provide substantiated evidence a student achievement (e.g., educational achievement, entry into employment, receipt of a high school credential) as a condition of funding.

Adapted material. Authentic texts and other materials that have been modified for lower-level or struggling students. The format, vocabulary, grammatical forms, or sentence structure of authentic materials can be adapted. (See "Simplified materials" and "Authentic materials.")

Additive bilingualism. One of two contextual concepts which explain the possible outcomes of second language learning. Additive bilingualism occurs in an environment in which the addition of a second language and culture does not replace the first language and culture; rather, the first language/culture are promoted and developed, such as in dual-language programs or developmental bilingual education programs. Additive bilingualism is linked to high self-esteem, increased cognitive flexibility, and higher levels of proficiency in the second language. The opposite of subtractive bilingualism.

Adjective. A word that describes a noun; often answers the question "What kind of . .?" (The *big* dog.)

Adverb. A word that describes a verb, an adjective or another adverb. Some types of adverbs are:

- a. Frequency always, usually, often, sometimes, seldom, never, etc.
- b. Manner slowly, quickly, carefully, happily, sadly, etc.
- c. Time after, before, when, while, since, until, etc.

Affective filter. A metaphor that describes a learner's attitudes that affect the relative success of second language acquisition. Negative feelings such as lack of motivation, lack of self-confidence, and learning anxiety act as filters that hinder and obstruct language learning.

Affective strategies. Strategies that link learning with feelings, a powerful influence on storage and retrieval of learning. These strategies focus on motivation, anxiety, and self-encouragement.

Affirmative verb forms. Regular or positive forms (e.g., I eat pizza. He eats tacos.).

Affix. A meaningful form that is attached to a word to make a more complex word (un + kind + ness); a word part that is added to a base word that changes the meaning or the part of speech; both prefixes and suffixes are affixes.

Alignment. A documented connection among standards, teaching, learning, and assessment. Alignment is essential to fairness in an accountability system. Only when the components are aligned can programs expect to see higher outcomes and sustainable program improvement.

Antonym. A word of opposite meaning (e.g., "hot" and "cold" are antonyms).

Article. A function word that specifies whether a noun is definite (the) or indefinite (a, an).

Assessment. The process for monitoring and evaluating student performance and achievement. Assessment methods include standardized tests (BEST Literacy *and* BEST *Plus* or CASAS) and informed non-standardized assessment measures such as observations, projects, interviews, portfolios, quizzes, etc. Assessments can be conducted at the individual, classroom, program, state, and national levels.

Audiolingual approach. A behavioristic approach to language learning, which stems from the belief that the ability to make a sound or use correct grammar is an automatic, unconscious act. Instruction is teacher-centered and makes use of drills and dialogue. Vocabulary and sentence patterns are carefully graded and introduced in a sequence. Skills of listening and speaking are introduced before reading and writing, and emphasis is placed on accuracy of pronunciation and grammar. The aim is for the student to gain an automatic, accurate control of basic sentence structures, sounds, and vocabulary. The approach was very popular in the 1950s and '60s, but its use has declined in favor of the communicative approach.

Aural discrimination. Recognition of the meaningful differences between spoken sounds, words, or phrases.

Authentic assessment. Multiple forms of assessment reflecting student learning, achievement, motivation, and attitudes on instructionally relevant classroom activities. Examples of authentic assessment include performance assessment, portfolios, and student self-assessment.

Authentic materials. Actual reading or listening materials (aural, oral, written, visual), not modified or simplified, from the real world (e.g.,newspaper articles, pamphlets, radio broadcasts). (See "Adapted materials" and "Simplified materials.")

Autobiography. A biography of a person told or written by him/herself.

Auxiliary. A verb or helping verb such as *will, shall, may, might, can, could, must, ought to, should, would, used to, need* are used in conjunction with main verb to express shades of time and mood.

Auxiliary verb. A verb that accompanies another verb and is used to express person, number, mood, or tense (e.g., is, were, can, do, doesn't, should, have).

Background knowledge. Existing knowledge that the student already has. In the second language comprehension process, at least three types of background are potentially activated: (1) linguistic information, (2) knowledge of the world (one's store of concepts and experiences), and (3) knowledge of discourse structures or how various types of authentic discourse (e.g., conversations, radio broadcasts, newspaper articles, political speeches) are generally organized.

Baseline data. Data (test scores, behavioral data, etc.) that are collected before an intervention program begins, or at the beginning of a program. For instance, to measure improvement on an EFL, it is necessary to have baseline data indicating how well the students are initially or currently performing.

Basic features of a text. The different parts of a book: title page, contents page, glossary, index, etc.

Basic Interpersonal Communication Skills (BICS). A language proficiency theory, BICS is often referred to as "playground English" or "survival English." It is the basic language ability required for face-to-face communication where linguistic interactions are embedded in a situational context. This language, which is highly contextualized and often accompanied by gestures, is relatively undemanding cognitively and relies on the context to aid understanding. BICS is easily and quickly acquired than CALP, but is not sufficient to meet the cognitive and linguistic demands of an academic classroom. (See "Context-embedded language.")

Basic personal demographic information. Name, address, city, state, zip, phone number, age, nationality, marital status, social security number, etc.

Basic survival situations. Situations that require the use of the language to communicate the wants, needs, and desires of the student, such as talking to the landlord, child's teacher, people at the store, the boss, others at work, emergency services, doctors, etc.

Benchmarks. Indicators that describe a specific, detailed set of skills students need to develop and achieve in order to meet the more broadly stated content standards. Benchmarks reference specific proficiency levels in terms that are concrete and observable, and serve as checkpoints to monitor a student's progress toward meeting a standard. Benchmarks provide "seeing" and "documenting" of standards before, during, and after instruction. Benchmark statements are provided for each content area (*i.e.*, listening, speaking, reading, and writing) and six educational functioning levels of NRS. (See "Indicators.")

Bias. When the content or language of a document reflects a prejudice or stereotype of a particular group, it may be considered "biased." Bias may hinder learning and can be found in references to age, gender, racial/ethnic, cultural, disability, socioeconomic, community (rural, urban, or suburban), and/or linguistic groups in the populations of adult students to be served.

Bicultural. Identifying with the cultures of two different language groups. To be bicultural is not necessarily the same as being bilingual, and vice-versa.

Bilingual education. An educational program in which two languages are used to provide content matter. Enacted in Congress in 1968, it established a discretionary competitive grant program to fund bilingual education programs for economically disadvantaged language minority students, in recognition of the unique educational disadvantages faced by non-English-speaking students.

Bilingualism. The ability to use two languages. However, defining bilingualism is problematic since individuals with varying bilingual characteristics may be classified as bilingual. There may exist distinctions between ability to use of a language; variation in proficiency across the four language dimensions (listening, speaking, reading, and writing); differences in proficiency between the two languages; variation in proficiency due to the use of each language for different functions and purposes; and variation in language proficiency over time. People may become bilingual either by acquiring two languages at the same time in childhood, or by learning a second language sometime after acquiring their first language.

Biliteracy. The ability to effectively communicate or understand thoughts and ideas through two languages' grammatical systems and vocabularies, using each language's written symbols.

Biography. The story of a person's life as told or written by someone else.

Blend. A combination of two or more adjacent consonant phonemes pronounced rapidly (e.g., /bl/ in blue).

Body language. Nonverbal communication by means of facial expressions, eye behavior, gestures, posture, and the like. Body language expresses emotions, feelings, and attitudes, sometimes even contradicting the messages conveyed by spoken language. Some nonverbal expressions are understood by people in all cultures; other expressions are particular to specific cultures. (See "Nonverbal communication.")

Characters. The actors in a story.

Choral reading. Reading in unison; students support each other and the reading is usually smoother, especially if the teachers is in the "chorus."

Chunking. Putting small groups of words together into meaningful phrases. We tend to speak in chunks that reduce the energy required for processing language. This is also a teaching technique where the teacher speaks to give directions and information (7-11 minutes), then the students "chew it" by discussion, writing, etc. (Also called Chunk and Chew).

Circumlocution. A strategy used by a student who does not know or cannot recall a word, but wants to express a concept. Instead of using a concise term, a speaker will use a string of words to express the same meaning (e.g., "the wife of your father's brother" is a circumlocution for "your aunt").

Code-mixing. Used to describe the mixing of two languages at the word level (i.e., one word in the sentence is in a different language).

Code-switching. Used to describe any switch among languages in the course of a conversation, whether at the level of words, sentences, or blocks of speech. Code-switching most often occurs when a person who is bilingual is in the presence of another bilingual individual.

Cognates. Words having a common linguistic origin (e.g., *café* and *coffee* derive from the Turkish *kahve*). (See "False cognates.")

Cognitive/Academic Language Proficiency (CALP). The language ability required for academic achievement in a context-reduced environment. Examples of context-reduced environments include classroom lectures and textbook reading assignments.

Cohorts. A group of students educated together.

Collocation. A predictable combination of words that commonly go together. For example: Some words that collocate well with *work* are *full-time work*, *work area*, *work smoothly*, and *challenging work*. Collocates are important in ESOL because they help to explain why some learner language is grammatically correct and the meaning is apparent, yet the utterance seems strange. For example, in North America, *teeth* collocates with *brush*, as in *I am gong to brush my teeth*, whereas *I am going to clean my teeth* is a grammatically correct and comprehensible sentence but seems awkward and is something a native speaker would not ordinarily say.

Colloquial speech. Used in familiar and/or informal conversation or writing.

Common Underlying Proficiency (CUP). Cummins's theory that two languages work in an integrated manner in one underlying, central thinking system. Skills that are not directly connected to a particular language, such as subtraction, using a computer, or reading, may be transferred from one language to another once the concept is understood since they exist as part of the common proficiency. Skills that are specific to a language (idioms, punctuation) may be kept separate. The opposing theory is Separate Underlying Proficiency (SUP).

Communicative-based English as a second language. The theory that language is acquired through exposure to meaningful and comprehensible messages, rather than being learned through the formal study of grammar and vocabulary. The goal of communicative-based ESOL is communicative competence.

Communicative competence. The ability to interact appropriately with others by knowing what to say, to whom, when, where, and how.

Comparative. A form of an adjective, adverb, or noun that is used to express differences between two items or situations (e.g., Juan is *taller* than Miguel. He works *more quickly* than she does. That machine makes *more noise* than this one.)

Competency-based/life skills approach. An approach that focuses on the functional use of reading, writing, and speaking skills in adult contexts. Competency-based or survival curricula offer a list of competencies in topic areas such as consumerism, health, or employment. Students identify important competencies and then develop the basic reading, math, and language skills they need to complete a real-life or functional task.

Complex sentences. A sentence made up of two simple sentences that are joined by a coordinate conjunction, punctuation, or both (e.g., She likes to take the subway, *but* she doesn't like to take the bus. She likes to take the subway; she doesn't like to take the bus.)

Components of performance. A series of statements that collectively define each standard "in practice." They describe the steps or process of the content area.

Compound sentences. A sentence made up of two simple sentences that are joined by a coordinate conjunction, punctuation, or both (e.g., or, and, but). A subordinating conjunction connects a dependent clause to an independent clause in order to complete the meaning of the dependent clause (e.g., after, although, as because, before, if, since, when, where, while, and soon).

Comprehensible input. An explanation of language learning when language acquisition is a result of students being exposed to language constructs and vocabulary that are slightly beyond their current level. This "input" is made comprehensible to students by creating a context that supports its meaning.

Concurrent translation. A bilingual teaching approach in which the teacher uses two languages interchangeably during instruction. When not carefully planned, this approach may lead to pedagogically random code-switching which may not meet instructional objectives. In addition, students often learn to tune out the language they do not understand and wait for the information in the language they do understand.

Conditionals (if clauses). Sentence structures used to state a cause-and-effect event or situation (e.g., *If* it rains, the game *will be cancelled*. *If* it rained, the game *would be cancelled*. *If it had* rained, the game *would have been cancelled*.). Forms used to state a cause-and-effect event or situation, or state a situation that will cause a particular result, as follows:

- Present/future real or Conditional 1 is used when the action of the if-clause is probable. If + present, will + root form of the verb. *If it rains, I will go home early.*
- Present/future unreal or Conditional 2 is used when the action of the if-cause is improbable or unlikely. If + past, would (could, should) + root form of the verb. If I had a million dollars, I would quit my job.
- Past/unreal or Conditional 3 is used when the action of the if-clause is impossible. If + past perfect, would have + past participle of the verb. *If I had grown to 10 feet, I would have had a lucrative NBA contract.*

Congruence. When a content standard coincides exactly with the document(s) with which it must align.

Conjunction. A word used to join thoughts: *and, but, or, however.*

Connected speech. Spoken language simplified so that sounds run into one another, or are reduced, left out, contracted, or blended. Connected speech is commonly used in the informal speech of native speakers. One important effect of connected speech is that the boundaries between words become blurred. While this may not represent a particular problem for a native speaker, a non-native speaker who has been taught to recognize individual words and short sentences in their idealized citation forms may have difficulty comprehending. (See "Linked words" and "Reduced speech.")

Content area A subject or discipline such as reading, mathematics, science, or English language acquisition. Language proficiency (English or other language) may affect these areas, but is not included. Assessments of language proficiency differ from those of language arts.

Content-based ESOL. Making use of instructional materials, learning tasks, and classroom techniques from academic content areas as the vehicle for developing language, content, cognitive, and study skills. English is used as the medium of instruction.

Content-based instruction. Instruction using subject matter such as life skills topics (*e.g.*, *housing*, *work*), themes, or academic course materials (*e.g.*, *math*, *science*, *social studies*) as a basis for language teaching.

Content or context clues. Information found in the material that helps decide the meaning of a word or phrase.

Content standards. Standards that describe what students should know and be able to do within a specific content area.

Content words. Words that are stressed within a sentence; words that carry the most meaning; for example, nouns, verbs, or adjectives. (See "Function words.")

Context clues. Information found in the written material that helps decide the meaning of a word or phrase in order to maintain reading or listening comprehension fluency. Readers and listeners can use context clues to determine the meaning of words by using the other words around the term in a sentence or surrounding sentences to determine a logical definition.

Context-embedded language. Communication occurring within a context that assists with comprehension (e.g., visual clues, gestures, expressions, specific location). Language where there are plenty of shared understandings and where meaning is relatively obvious due to help from the physical or social nature of the conversation.

Context-reduced language. Language where there are few clues as to the meaning of the communication apart from the words themselves. The language is likely to be abstract. Examples: textbook reading, classroom lecture.

Contextualized. Sounds, vocabulary, and grammar presented within a meaningful context to facilitate learning (e.g., the grammatical structure of commands taught within the context of a doctor's visit: Open your mouth. Raise your arms.).

Contradiction. Occurs when a content standard is inconsistent with or in opposition to the document(s) with which it must align.

Core concept. An articulation of the importance of the subject of a given framework to the lives of adult students.

Criterion-referenced test. A test designed to determine whether students have mastered specific content, allowing comparison with assessment data from other students taking the same assessment.

Cultural allusion. Implied reference to a specific culture; something that is generally known within a culture.

Curriculum. Provides *detailed* outlines of the knowledge and skills for different instructional levels (*e.g.*, *a scope and sequence*) and serves as a road map for teachers in planning lessons. Curricula often provide suggestions for teaching techniques, learning activities, textbooks, and materials.

Curriculum framework. A *broad* outline of the knowledge and skills that programs use in developing local curricula. Frameworks guide the development of curriculum but do not specify how to teach the curriculum.

Decode. Translating letters into the sounds of spoken language so as to pronounce or read a visually unfamiliar word. Often referred to as "sounding out" a word. Uses various strategies (phonics, content or context clues, root word, etc.) to find a meaning or pronunciation for a word. The reader locates cues such as letter-sound correspondences in a word that reveal enough about it to help in pronunciation or attaching meaning to it.

Degrees of comparison. Forms used with adjectives and adverbs (modifiers), as follows:

Positive or simple expresses no comparison.

Comparative—the "-er" or "more/less____"—indicates an increase or decrease of the positive form; used to make a specific comparison between two things (He is bigger than she. She is more talkative than her friend. He drives more quickly than others.).

Superlative—the "-er" or "most/least___"—indicates the greatest (or lest) degree among three or more things (She is the most talkative student in the class. He drives the fastest of all the racers.).

Demonstrative. A word that indicates a particular thing or things that are near or far; includes demonstrative adjectives (*this* girl, *those* apples) or demonstrative pronouns (*this*, *that*, *these*, *those*).

Derivation. Formation of a word from a related word base, or the identification of a word's historic origin.

Descriptive passage. A brief written account describing something.

Developmental bilingual education. A program that teaches content through two languages and develops both languages with the goal of bilingualism and biliteracy. (See "Late-exit bilingual education.")

Dialogue. Usually, a formalized or directed conversation focusing on a specific language form using authentic situations.

Dialogue journal. A type of writing in which students make entries in a notebook on topics of their choice, to which the teacher responds, modeling effective language, but not overtly correcting the student's language.

Digraph. Written symbol composed of two letters that represent one speech sound. There are consonant diagraphs (e.g., *ch*) and vowel diagraphs.

Diphthong. A single vowel phoneme resembling a "glide" from one sound to another (e.g., *oi /noise/*, *ou /sound/*).

Discourse. Communication in speech or in writing that is two or more sentences in length.

Dominant language. The language with which the speaker has greater proficiency and/or uses more often. (See "Primary language.")

Dual language program/dual immersion. Also known as two-way immersion or two-way bilingual education. Programs are designed to serve both language minority and language majority students concurrently. Two language groups are put together and instruction is delivered through both languages. The goals of the programs are for both groups to become biliterate, succeed academically, and develop cross-cultural understanding.

Echo reading. Teaching technique in which the teacher or tutor reads a phrase or sentence with inflection and indicates understanding. Then the student reads the same passage as an "echo."

Embedded questions. Questions that begin with phrases such as *Do you know...* or *Can you tell me...* and are followed by a noun clause that begins with *who*, *what*, *where*, *when*, *why*, *how*, or *if.* In the noun clause, the verb order is not transposed as it is in a questions (e.g., I don't know *where it is?*). (See "Embedded statements.")

Embedded statements. Statements that look as if they are questions inside of sentences. An introductory clause is followed by a noun clause that begins with *who*, *what*, *where*, *when*, *why*, *how*, or *if*. In the noun clause the verb order is not transposed as it is in a questions (e.g., I don't know *who he is*. I can't remember *where I put it*. I wonder *when she left*). (See "Embedded questions.")

Endangered language. One that has a dwindling number of speakers. Languages are endangered when their use is replaced by the majority language of a region or when they are no longer being learned by new generations of children or adult speakers. In the United States, many Native American languages are endangered or have become extinct. One method of preventing language extinction is the teaching of heritage languages in school.

English as a Second Language (ESL). Educational approach in which English language students are instructed in the use of the English language. Their instruction is based on a specific curriculum that typically involves little or no use of the native language, and focuses on language (as opposed to content). This approach focuses on teaching English language and literacy skills to non-native speakers of English. Other commonly used terms include English for Speakers of Other Languages (ESOL), English Language Acquisition (ELA), and English language learners (ELL).

English for Speakers of Other Languages (ESOL). See English as a Second Language (ESL).

English Language Acquisition for Adults (ELAA). The process by which the listening/speaking, reading, writing, functions, grammar, and mechanics of the English language are taught to adults who speak languages other than English.

English Language Development (ELD) Instruction designed specifically for English language students to develop listening, speaking, reading, and writing skills in English. This type of instruction is also know as "English as a second language" (ESL), "teaching English to speakers of other languages" (TESOL), or "English for speakers of other languages" (ESOL).

English language learner (ELL). Student whose first language is not English and who is in the process of learning English.

English language proficiency (ELP). Indicates how much English language proficiency (reading, writing, speaking, listening, and comprehension) students are expected to gain each year.

English-only. (1) Umbrella term that is used to refer to different federal and state legislative initiatives and various national, state, and local organizations, all of which involve the effort to make English the official language of the United States. The initiatives and organizations vary in the degree to which they promote the suppression of non-English languages. (2) In a school setting, a mainstream class for native English speakers, fluent English proficient students, or redesignated fluent English proficient students, where all instruction is provided through English with no accommodations or special assistance for limited English proficient (LEP) students.

Entry criteria. Set of criteria for a designation of students.

Evaluation. Review, comparison, and judgement of the quality of work based on established criteria. Summative evaluation is usually done at specified "end points" through formal standardized measures.

Evidence-based. Educational program by which success is demonstrated through sound evaluation and/or true experimental research.(See "Scientifically-based.")

Exemplars. Samples of student work that illustrate the type and complexity of performance expected at different instructional levels.

Exit criteria. A set of criteria for ending services for English language students, placing them in mainstream English only classes as fluent English speakers. Usually based on the student's performance on an English language proficiency test with standardized test scores (BEST Literacy *and* BEST *Plus*, or CASAS).

Exiting rate. The rate at which students are moved from ESOL programs to mainstream English-only programs.

Expository. Explaining or conveying information; explanatory.

Expressive language. Spoken language.

Extemporaneous. Not planned beforehand; impromptu.

False cognates. Words that are similar or the same as words in another language but have a different meaning (e.g., the English word *embarrassed* and the Spanish word *embarazada*, are similar in form, but the meaning of *embarazada* [pregnant] is not similar to the meaning of *embarrassed*.) (See "Cognates.")

False start. When a student begins to speak, but stops and restarts using a more correct form.

Familiar. Information the student has learned from previous lessons or knows from life experience versus the unfamiliar (a new subject or topic for student).

Figurative language. Language that communicates ideas beyond the ordinary or literal meaning of the words (e.g., using simile, metaphor, hyperbole, personification).

Fluency. Speaking fluency refers to the ability to produce rapid, flowing, natural speech, but not necessarily grammatically correct speech. Written fluency is deft, cohesive writing created quickly and easily. Reading fluency refers to the ability to read words and texts with relative ease, but fluency does not necessarily imply reading with comprehension.

Focus groups. Structured interviews with eight to 12 individuals in which a facilitator guides discussion around a set topic. Focus groups allow the facilitator to ask probing questions to gain an understanding of the participants' reactions, opinions, and suggestions.

Formulaic speech. English expressions that low-level students memorize as un-analyzable wholes, such as greetings. (See "Learned phrases.")

Fossilized speech. Speech produced by a student who has plateaued or stopped learning, but continues to use nonstandard grammatical forms. Often neither error correction nor explicit grammatical explanation has any effect on errors (e.g., a learner omits verbs to *be/to do*, producing speech like "Where he go?" or "What you doing?").

Function words. Words that express a relationship between the grammatical elements of a sentence. Function words include articles, auxiliary verbs, personal pronouns, possessive adjectives, demonstrative adjectives, prepositions, and conjunctions. (See "Content words.")

Functional text. Written material with a special purpose.

Future perfect tense. The tense that is used for actions that will continue up to a time in the future (e.g., I will have been in Phoenix for 35 years in May).

Future perfect progressive (continuous tense). The tense that is used to state the duration of an action that will be in progress before another time in the future (e.g., I will have been sleeping for two hours by the time he gets home).

Future progressive tense. The tense that is used for stating what will be happening at a certain time in the future (e.g., At 10:30 tomorrow he will be working).

Future tense. The tense that is used for future actions; often expressed with "will" or "going to" + a verb (e.g., I will visit Hawaii on my next vacation. I am going to buy my tickets next week.).

Genre. A literary category. The main literary genres are fiction, nonfiction, poetry, and drama.

Gerund. The -ing form of the verb that is used as a noun, such as sitting, eating, or talking (e.g., Talking on the phone is a teenager's main occupation).

Gist. An overall or generalized understanding of a piece of communication. A learner can gain meaning and understand what is happening even if he/she can't understand every phrase or sentence. The listener picks up key words, intonation, and other clues to guess at the meaning. The reader tries to locate key words and context clues to guess at the meaning.

Grammar-translation approach. Approach in which students are expected to memorize vocabulary and verb declensions, learn rules of grammar and their exceptions, take dictation, and translate written passages. The emphasis is on literacy development rather than the acquisition of oral/aural skills.

Graphic organizer. Visual aid used to organize information so it can be more easily represented, recalled, or understood (*e.g.*, *word web*, *Venn diagram*, *chart*, *table*). (See "K-W-L chart," "Mind map," "Venn diagram.")

Group or pair work. Students work in pairs or small groups to practice skills, such as a dialogue, describing something, or asking for information.

Guided writing. The teacher and students (or pairs or small groups of students) use the writing process steps together: brainstorming, drafting, revising, editing, to produce a final written product.

Guiding principle. An underlying tenet or assumption that describes effective learning, teaching, and assessment in a subject area.

Habits of mind. A disposition, tendency or practice that strengthens and supports lifelong learning.

Habitual past. The tense that is used for describing actions that were a regular occurrence in the past. Uses both *used to* and *would* (e.g., I used to wake up late. I would wake up late every day.)

Heritage language. The language a person regards as his/her native, home, and/or ancestral language. This covers indigenous languages (*e.g.*, *Navajo*) and in-migrant languages (*e.g.*, *Spanish in the U.S.*).

High-frequency words. Words that appear repeatedly in printed material. High-frequency words include a large number of function words (articles, auxiliary verbs, pronouns, possessive adjectives, demonstrative adjectives, prepositions, and conjunctions), and common nouns, verbs, adjectives, and adverbs. (See Sight vocabulary.)

Home language. The language a student speaks at home, with family.

Homographs. Words that are spelled alike but are different in meaning and pronunciation (e.g., the noun *conduct* and the verb *conduct*; or the noun *lead* and the verb *lead*).

Homonym. One of two or more words that have the same sound and often the same spelling but differ in meaning; such as *to*, *two*, and *too*; or *bank* (embankment) and *bank* (place where money is kept).

Homophones. Words that are pronounced alike but are different in meaning and spelling (e.g., son/sun; ewe/you).

Idiom or idiomatic expression. A phrase or expression that means something different from what the words actually say (e.g., "over his head" means "something he doesn't understand").

Immersion. An approach to teaching language in which the target language is used exclusively to provide all instruction.

Immersion bilingual education. Schooling where some or most subject content is taught through a second language. Students in immersion bilingual programs are usually native speakers of a majority language.

Imperative verb form. Command (e.g., Sit down!).

Indicators. Measurable behaviors that reflect the skills and knowledge students need to develop and achieve to master content standards. (See "Benchmarks.")

Inference. Activities performed by a reader or listener in drawing conclusions that are implied but not explicit in what is written or said (verb: to infer).

Inflection. Change in voice or pitch during speech; a change in the form of a word indicating grammatical features such as number, person, or tense.

Information gap. Oral language activities in which a student is rated on his/her success in describing information that is kept from a partner, such as a picture, map, or object.

Informational text. Written material that gives information to the reader.

Instructional conversations. The teacher encourages discussion-based lessons focusing on an idea or students' experience lessons geared toward creating opportunities for students' conceptual and linguistic development. Through teacher interactions and instruction, the students are guided to increasingly sophisticated levels of understanding.

Interpret. To gather the information correctly from the material; to explain and understand the material.

Intonation. The melody, pitch, or canter of speech.

Invented spelling. Spelling based on letter-sound and word knowledge that approximates conventional spellings. Invented spelling is not the same as "spell it any way you wish," but is a reasoned, linguistic approximation appropriate for the student's developmental knowledge of letters and sounds. Invented spelling speeds up writing and encourages broader use of words (e.g., a student who isn't sure how to spell *stairs* generalizes the vowel sound based on words he/she know how to spell, and spells the word *sters*).

Irregular formation. Forms that do not align with the rules.

Irregular verb. A verb that forms the simple past differently than regular verbs. Irregular verbs can have the same form in simple present and simple past (e.g., put) or a different from (e.g., went).

Jargon. The technical language of a specialized field.

K-W-L chart. Type of graphic organizer that helps students draw on what they *know*, focus on *what* they want to learn, and identify what they have *learned*. To create a K-W-L chart, students draw three columns. In the first column, they write what is already known about a topic. In the second column, they write questions about the topic. In the third column, they write important information and answers to the questions after reading or studying about the topic. K-W-L charts can be completed as a class with the teacher or independently. (See "Graphic organizer," "Mind map," "Venn diagram").

Key words. Words that carry significant meaning in the utterance or text, as opposed to words that may have a grammatical function and whose meaning may not be crucial for comprehension.

Language acquisition. The process of acquiring a first or second language. Some linguists distinguish between acquisition and learning of a second language, using the former to describe the informal development of a person's second language and the latter to describe the process of formal student of a second language. Other linguists maintain that there is no clear distinction between formal learning and informal acquisition. The process of acquiring a second language is different from acquiring the first.

Language attrition. The gradual (over time) loss of a language within a person or language group.

Language experience approach. An approach to literacy development based on the idea that students can learn to write by dictating to the teacher what they already know and can express verbally, and that they can then read what has been written. Hence, the students' first reading materials come from their own language repertoire.

Language experience approach to reading. The student tells a story to a teacher, who scribes the student's words. The story becomes the basis for literacy instruction.

Language functions. The different ways language can be used, such as greeting, describing, giving directions, expressing emotions, clarifying, checking, making excuses, etc.

Language maintenance. The protection and promotion of the first or native language of an individual or within a speech community, particularly among language minorities (through bilingual education, for example). The term is often used with reference to policies that protect and promote minority languages.

Language majority. A person or language community that is associated with the dominant language of the country.

Language minority. A person or language community that is not from the dominant language group. In the U.S., a language-minority child may be bilingual, limited-English proficient, or English monolingual.

Language proficiency. To be proficient in a second language means to effectively communicate or understand the ideas through the language's grammatical system and its vocabulary, using its sound symbols. Language proficiency is composed of oral (listening and speaking) and written (writing) components, as well as academic and non-academic language.

Learned phrases. Common, often-used or -repeated English expressions, in the form of slang, idioms, or high-exposure spoken language. (See "Formulaic speech.")

Learner's 1 (L1). A learner's first or native language.

Learner's 2 (L2). A learner's second language.

Learning style. A learner's preferred way of receiving, organizing, and retaining information, including visual, auditory, or tactile.

Lexicon. In a teaching context, all the words the student knows.

Limited English proficient (LEP). The term used by the federal government and most states and local school districts to identify those students who have insufficient English to succeed in English-only classrooms. The terms "English language learner" (ELL) or "English learner" (EL) may be used in place of LEP.

Linguicism. A form of racism in which groups are defined and discriminated against because of the language they speak. Linguicism may also be defined as the absence of certain rights, including a person's right to learn or identify with his/her native language, and the denial of a person's right to use his/her native language in official situations. Since 1992, the U.S. courts have recognized another form of linguicism: discrimination against immigrants due to accent.

Linguistically and culturally diverse (LCD). Term commonly used to identify individuals from homes and communities where English is not the primary language of communication, although the individual may be a bilingual or monolingual English speaker.

Linked words. Also known as elision. The last consonant of the first word is joined to the vowel starting the second word (e.g., Get out! /getout/; we're ready? /we'reready/). (See "Connected speech" and "Reduced speech.")

Local educational agency (LEA). A local school district.

Main idea. The central topic or point.

Mainstream. Classes designed for native or fluent speakers of English, in which no accommodations are made for English Language Learners.

Maintenance Bilingual Education (MBE). Late-exit bilingual education or developmental bilingual education, a program that uses two languages—the student's primary language and English—as the means of instruction. Instruction builds upon the student's primary language skills and develops and expands the English language skills of each student, enabling him/her to achieve competency on both languages.

Mechanics. Punctuation, capitalization and other rules of writing, spelling, and vocabulary use.

Metacognition. Thinking about one's own thinking or learning process. Metacognition refers to higher-order thinking involving active control over the cognitive processes engaged in learning. Activities such as planning how to approach a given learning task, monitoring comprehension, and evaluating progress toward the completion of a task are metacognitive in nature.

Metalinguistic skills. The ability to talk about language, analyze it, think about it, separate it from context, and judge it. Metalinguistic skills, such as phonemic awareness and sound-to-symbol correspondence, are regarded as key factors in the development of reading and may be prerequisite to late language acquisition in reading and writing. Research shows that balanced bilinguals have increased metalinguistic awareness in their abilities to analyze language and their control of internal language processing.

Mind map. Type of graphic organizer used for developing ideas and organizing information. Mind mapping helps to identify central ideas, the relative importance of other ideas, and how they are connected. A main or central word or image is placed in the center, and then key words, symbols, images, and abbreviations are added as sub ideas. Sub-ideas should be on lines that ultimately connect to the center. Each new line should be open, allowing space for more connections to sub-ideas farther from the center. Mind maps are used for pre-writing activities, note taking, developing grocery lists, brainstorming sessions, etc. (See "Graphic organizer," "K-W-L chart," "Venn diagram.")

Minimal pairs. Pairs of words that have only one different sound (e.g., pit, bit; sit, set).

Modals. Auxiliary verbs that express ability, authority, formality, politeness, and degrees of certainty (e.g., can, could, should, will, would, must, may, might).

Modeling. In a teaching context, showing others how to do something by doing it while they observe.

Monitor. To watch, check, guide, observe, and assist.

Migrant education. Education programs established mainly to meet the needs of children of farm laborers, who often face such challenges as poverty, poor health care, limited English proficiency, and the readjustments of moving often from school to school.

Monitor model. Used as part of the conscious process or error correction in language production. The monitor plays only a minor role (when compared to the role of acquisition) in developing fluency.

Mother tongue. This term variously means (1) the language learned from the mother, (2) the first language learned, (3) the "mother tongue" of an area or country, (4) the stronger (or dominant) language at any time of life, (5) the language used most by a person, (6) the language toward which the person has the more positive attitude and affection. (See "Native language.")

Multilingualism. The use of three or more languages. (See "Bilingualism.")

Multiple meanings. Words that have more than one definition dependent on the use in context within a sentence or passage (e.g., Manny *hit* a home run. "With or Without You" by U2 was a *hit* in the 1980s).

Narrative passage. A brief recitation of details of a story or a series of events in either written or oral format.

National Association for Bilingual Education (NABE). A professional association of teachers, administrators, parents, policymakers, and others concerned with securing educational equity for language minority students.

National Clearinghouse for English Language Acquisition (NCELA) and Language Instruction Education Programs. Organization funded by the U.S. Department of Education (http://www.ed.gov), Office of English Language Acquisition, Language, Enhancement, and Academic Achievement for Limited English Proficient Students (ELA) (http://www.ed.gov/offices/OELA) to collect, analyze, synthesize and disseminate information related to education of linguistically and culturally diverse students. (http://www.ncela.gwu.edu).

National Reporting System (NRS). Outcomes-based accountability system for state-administered, federally funded adult education programs. The NRS was designed to meet accountability requirements for adult education programs required by Title II of the Workforce Investment Act. (See http://www.nrsweb.org.)

Native language. Language a person acquires first in life or identifies with as a member of an ethnic group. (See Mother tongue.)

Native-language immersion. Educational model in which students are taught through sheltered instruction in an endangered language, thus promoting the goals of revitalizing a community's vernacular and strengthening students' cultural identity, while fostering academic achievement.

Native-language instruction. The use of native language to translate unfamiliar terms or otherwise clarify lessons taught in English.

Natural approach. A methodology for fostering second language acquisition which focuses on teaching communicative skills, both orally and through written expression.

Needs assessment. Portrays what the students in a particular class need in terms of the day-to-day skills associated with a life skills unit to be studied.

Negative verb forms. Forms that say "no" (e.g., I don't eat tacos. He didn't eat pizza).

NEP. Non-English proficient.

Newcomer program. Program that addresses the specific needs of recent immigrant students, especially those with limited or interrupted schooling in their home countries. Major goals of newcomer programs are for students to acquire beginning English language skills along with core academic skills and to acculturate to the U.S. Some newcomer programs also include primary language development and an orientation to the student's new community.

Nonverbal communication. Aspects of communication that do not involve oral language or are used in conjunction with language (e.g., intonation, stress, pauses, gestures, facial expressions, eye contact, physical proximity, body language). (See "Body language.")

Noun. A person, place, thing, condition, state, idea, or concept.

- a. Count: Nouns that can be counted (dog, dogs) and take *many*.
- b. Mass: Nouns that can't be counted. They use a singular verb or take *much* (The *air* is humid. The *water* is cold. This tea has too *much* sugar.)
- c. Collective: Nouns that name a group of people of things as one unit. They can be singular or plural (e.g., family/families, band/bands, team, public; The team is on its way to victory. This family has four members. The families of the team members are at the airport).

Numerals. Numbers.

Opportunity-to-learn standards. Describe or specify the instructional conditions and resources necessary for adult students to learn and achieve content and performance standards. When provided with sufficient opportunity (e.g., equitable access, appropriate curriculum and materials, adequate facilities, and trained teachers), students can achieve the necessary knowledge and skills stated in the content standards.

Outcomes. Measures of achievement that result from participation in adult education. Within adult education, the NRS outcomes includes outcome measures for (1) retaining employment, (2) entry into employment, (3) post-secondary education and training, and (4) high school completion or (5) GED obtainment.

Paraphrase. To rephrase the wording of one's own or another's oral speech or written text. (e.g., *When were you born?* Can be paraphrased as *What is your date of birth?*).

Paraprofessional educator. Also known as an instructional aide and or teacher's aide; a person who provides assistance to classroom teachers. This person may provide instruction under the direct supervision of a classroom teacher, and may also help clarify instructional concepts/materials through the use of home language or other instructional support. Paraprofessionals must have at least an associate's degree.

Parroting. Rephrasing of student's statement using correct grammar.

Participatory or student-centered approach. Focuses on the expressed needs and interests of students. Participatory approaches build on students' prior knowledge and often use problemposing techniques to construct meaning generated from texts and situations that adults encounter in life.

Participle adjectives. A verb form ending in *-ing*, *-ed*, or *-en*. A participle functions like a verb because it can take an object; a participle functions like an adjective because it can modify a noun or pronoun (e.g., a *glowing* coal, or a *beaten* dog).

Parts of speech. There are eight parts of speech: noun, pronoun, verb, adjective, interjection, adverb, preposition, and conjunction.

Passage. A brief portion or section of a reading.

Passive voice. The form used when the action is more important than who did it, or when it is understood who did it (e.g., "John built the house in 1955" [active] versus "This house was built in 1955" [passive]; "Mary can solve the problem" versus "The problem can be solved"). Formed by using some form of the verb "to be" and the past participle of the main verb.

Past perfect progressive (continuous) tense. The tense that is used to say how long something had been happening before something else (e.g., They had been playing for 30 minutes when the storm hit).

Past progressive (continuous) tense. The tense that is used for actions that were happening at a certain time (e.g., I was eating when you called. They were working at 2:30 yesterday afternoon).

Past tense. The tense that is used for completed actions in the past (e.g., I ate the pizza yesterday. He went to the movies last night).

Past perfect tense. Tense that is used for an action that happened before another past action (e.g., When I arrived, they had already eaten).

Performance assessment. Any assessment that requires students to accomplish complex and significant tasks, while bringing to bear prior knowledge, recent learning, and relevant skills to solve realistic or authentic problems.

Performance-based assessment. Real-life or simulated tasks that require students to apply knowledge and skills, demonstrating achievement of the indicators or content standards. Performance-based assessments can be in the form of projects, presentations, tests, or writing tasks.

Performance descriptions. Descriptions stating what students should know and the ways they can demonstrate their knowledge and skills.

Performance goal. A statement of overall education goals (e.g., all ELL students will meet high academic standards, at a minimum attaining proficiency in reading/language arts and listening/speaking). Within each performance goal are embedded performance indicators, baseline and target data, as well as frequency of assessment measurements to ascertain progress toward goal obtainment.

Performance indicator. A breakdown of each overall performance goal into more manageable statements pertaining to specific content areas, often indicating whether students will meet the indicator and how performance will be assessed.

Performance standards. These describe how well or to what extent students meet content standards.

Phoneme. The smallest unit of sound in a language that is capable of signaling a difference in meaning (e.g., the p/ sound in pit and the b/ sound in bit differentiate the two words).

Phonemic awareness. The ability to hear, identify, and manipulate the separable sounds in words (e.g., The listener's ability to distinguish the three sounds [phonemes] in pet: /p/e/t/ from the three sounds in bet: /b/e/t/).

Phonetically decode. Pronunciation patterns, as well as stress and intonation patterns for words and sentences.

Phonics. Letter-sound relationships, and the related skills used in analyzing words into phonemes or larger units and blending them to form recognizable words (e.g., the *str*- pattern and the *-ing* pattern in *string* and the sounds they represent).

Phrasal verbs. Verbs that are used in common with other parts of speech, usually prepositions, that take on meanings of their own when combined with other parts of speech. Although phrasal verbs are written as a combination of two or more words, they act as if they a were one word (e.g., to go out with = to date, to bring up = to raise). They may consist of two or three parts:

- a. Two-part-get up, look out, drop off
- b. Three-part-catch up with, brush up on, come down with

Pitch. The highness or lowness of a sound.

Plot. The main storyline.

Portfolio. A purposeful collection of a student's work demonstrating acquisition and application of knowledge and skills. Portfolios are used to document and assess performance, achievement, or progress. They often include students' self-assessments.

Portfolio assessment. A systematic collection of student work that is analyzed to show progress over time with regard to instructional objectives. Student portfolios may include responses to readings, samples of writing, drawings, or other work.

Possessive. A word that indicates ownership.

- a. Adjective-my, your, his, her, their
- b. Pronoun-mine, yours, his, hers, theirs
- c. 's-John's. the cat's

Predicate adjectives. Predicate adjectives come after some form of the verb *be* or other linking verb (e.g., *taste, feel, turn:* Nami is *beautiful*. The train was *crowded*. For a while I felt *bad.*),

Prefix. A word part that is added to the beginning of a word that changes the meaning of the word (e.g., *un*- in *unhappy*).

Preposition. Connecting word; a word that shows the relationship of a noun or pronoun to some other word in the sentence.

- a. Time—in, on, at—I'll see you at 3:00 on the first Sunday in May.
- b. Place—in, on, at, between, under, over, etc.—The book is on the table, between the lamps.

Pre-reading activities. Activities that help the student to comprehend the reading material by explaining the vocabulary, discussing the major point or ideas, going over grammar points or author's point of view, etc.

Present perfect tense. The tense that is used for the unfinished past or the action that started in the past and continues till the present (e.g., I have lived in Phoenix since 1964. He has been in class for two months).

Present perfect progressive. The tense that is used to state the duration of an action that began in the past and continues to the present (e.g., I have been sitting here since seven. I've been thinking of you all day).

Present progressive (continuous) tense. The tense that is used for at the moment or temporary actions (I am typing right now. I am reading a book about world languages).

Present tense. The tense that is used for every day, usual and habitual actions (e.g., I eat pizza on Friday. He often eats tacos).

Pre-teaching. The teaching of vocabulary, grammar points, or subject matter before actual instructional activity takes place.

Preview-review method. A bilingual instructional approach in which content areas are previewed in one language, presented in the another, and reviewed in the first.

Primary language. The language in which bilingual/multilingual speakers are most fluent, or which they prefer to use. This is not necessarily the language first learned in life. (See "Dominant language.")

Prior knowledge. (See "Background knowledge.")

Productive skills. Students' ability to produce language by speaking or writing. (See "Receptive skills.")

Proficiency level. What students at a particular level know and can do in relation to what is being measured (e.g., a student can do "x, y, and z" in the Utah's ESOL Framework, Reading strand, proficiency level 5). Proficiency levels are not to be confused with a program's class design levels. Programs should use proficiency levels to closely crosswalk with their program class design levels (e.g., a student is at a proficiency level 4 and the class design consists of levels 4, 5, and 6).

Program standards. Describe the design, operation, and management of programs and services rather than individuals' skills and performances. Program standards address a full range of issues related to a program's design and delivery, including administration, staffing, intake, orientation, assessment, curriculum, instruction, professional development, and support services.

Progress monitoring. The ongoing review and assessment of a student's knowledge and skills, allowing teachers to identify strategies and materials that will help students gain the knowledge and skills to meet the content standards and their academic goals.

Progressive tenses. Verb tenses that expresses an action or situation in progress at a specific time. Also called continuous tenses. Progressive tenses include present (*e.g.*, *I am reading*), past (*e.g.*, *I was reading*), future (*e.g.*, *I will be reading*), present perfect (*e.g.*, *I have been reading*), past perfect (*e.g.*, *I had been reading*), and future perfect (*e.g.*, *I will have been reading*).

Prompt. To assist the student in starting to speak or write, or correcting their speech by indicating errors and/or by making suggestions.

Pronoun. Word used to take the place of a noun.

- a. Subject–I, you, he, she, it we, they
- b. Object-me, you, him, her, it, us, them
- c. Possessive-mine, yours, his, hers, ours, theirs
- d. Demonstrative-this, that, these, those
- e. Indefinite-all, any, both, each, either, everyone, many, none, several
- f. Reflexive–myself, yourself, himself, herself, itself, ourselves, themselves

Pronoun referent. Referring back to an item (called the antecedent) with a personal pronoun, possessive pronoun, demonstrative pronoun, definite article, etc. A pronoun must agree with the antecedent in number and gender (e.g., That's April. *She* works at my company.).

Questions. There are two general types of questions: yes/no questions and informational (often open-ended) questions. Informational questions begin with "who," "whom," "what," "where," "when," "why," "how," and "which" (e.g., Do you live in Boston? Where do you live?).

Readability. The reading level of difficulty of a written passage. Readability depends on factors such as length of words, length of sentences, grammatical complexity, and word frequency.

Reading to students. If the teacher/tutor reads the text first, students will do better with whichever approach comes next.

Receptive language skills. Understanding language that is heard or read. Students are not required to produce new language; they only have to understand the language they hear or read. (See "Productive skills.")

Redesignation. The process of changing the English proficiency status of a student from limited English proficient to fluent English proficient.

Reduced speech. The reduction of de-stressed syllables so that both consonants and vowels are less explicitly pronounced. Reductions can be within a word (e.g., int(e)rest), or in a phrase or sentence (e.g., because becomes kuz, and want to becomes wanna; him is pronounced as /im/ instead of /him/ in the sentence She wants him to come). (See "Connected speech" and "Linked words.")

Register. The variety of language appropriate to the level of formality in a particular social setting, the relationship among the participants, and the purpose of the interaction (e.g., *Hi*, *George*, vs. *Good afternoon*, *Mr. President* or *Open the window!* vs *Would you mind opening the window?*).

Rejoinder. A short response used in conversation. Rejoinders do not convey any information as such, but they keep the conversation going and show that the listener has understood and is receptive (e.g., *That's too bad; Good idea; So do I.*).

Reliability. The degree to which the results of an assessment are consistent when conducted over time and by different people, or across different tasks that measure the same thing.

Reported speech. Used to report what someone has said (e.g., *Lucy told me that she got a new job*).

Retelling. Spoken or written activities where students summarize and retell a story or conversation in their own words.

Rhythm. The perceived regularity of prominent syllables during a speech.

Role play. Classroom activities in which students assume character roles to enact a situation or conversation.

Roots. The base form of a word (e.g., mean, meaning, meaningful, meaningfulness).

Rubric. Tools that define or describe the criteria for assessing students' competence on assigned tasks and performances. Rubrics often contain short, narrative descriptions at various levels on a continuum (e.g., emergent, developing, proficient, advanced) and can be used to assess student work as a whole or to assess components of student work. Rubrics can be shared with students so they understand the criteria necessary for improving their performance. Rubrics are often used to assess written work, oral presentations, project-based products, etc.

Scaffolding. Temporary teacher support enabling the student's understanding of new material and tasks they are not quite ready to do independently (e.g., engaging students in pre-reading activities, using graphic organizers, providing definitions of key vocabulary, teacher modeling of an activity, providing multiple resources).

Scan. Quick visual search of a text for some particular piece of information (e.g., looking quickly through a newspaper article for a name).

Scientifically based. Educational program whose success is demonstrated through sound evaluation and/or true experimental research.

Scoop syllables. See "Syllabification."

Second language. Term used in several ways, referring to (1) the second language learned chronologically, (2) a language other than the native language, (3) the weaker language, or (4) the less frequently used language. Second language may also be used to refer to third and further learned languages.

Semilingualism. Term used to describe bilingual individuals who display the following characteristics in both languages: a small vocabulary, incorrect grammar, the necessity of consciously thinking about language production, stilted and uncreative use of each language, and difficulty thinking and expressing emotions in both languages.

Separate Underlying Proficiency (SUP). The largely discredited idea that two languages exist separately and work independently in the thinking system. The opposing theory is Common Underlying Proficiency (CUP).

Sequencing words. Words that help students comprehend or relate the order in which events occur (*e.g.*, *first*, *then*, *finally*, *next*, *then*, *at this point*, *later*, *afterwards*).

Setting. The place, background, or scenery where a story or event takes place.

Shadow reading. Technique in which the teacher/tutor takes the lead reading and the student reads along with her/him. The teacher/tutor can fade back and let the student take the lead if he/she is able, and then take the lead back if the student is struggling. The teacher/tutor does this smoothly, without any announcement of it.

Sheltered English. Instructional approach used to make academic instruction in English understandable to English language students, helping them acquire proficiency in English while at the same time achieving in content areas. Sheltered English instruction differs from ESOL in that English is not taught as a language with a focus on learning the language. Rather, content knowledge and skills are the goals. In the sheltered classroom, teachers use simplified language, physical activities, visual aids, and the environment to teach vocabulary for concept development in mathematics, science, social studies, and other subjects.

Sight vocabulary. Words that a student learns to read as whole words, without sounding them out. Even if the words are phonetically regular, they may follow phonetic patterns the student has not yet mastered (e.g., "name" may be memorized as a sight word if the learner does not know "silent -e").

Silent reading. Letting students read on their own.

Simple future tense. Used to express actions that will happen at one particular time in the future; this *will* happen (*e.g.*, *Tran will go to class tomorrow. Jerome is going to start a new job next week*).

Simple past tense. Used to express actions begun and completed in the past (e.g., *Maria worked overtime yesterday. Kamal read to his sone every night last week*).

Simple present tense. Used to express a permanent truth and habitual event or situation (e.g., *People perspire when they are hot. I drive my car every day*).

Simple sentence. A sentence consisting of one main clause (e.g., *The bus is coming. Daniel called his mother*).

Simplified materials. Teaching materials that are specifically written for classroom use, but whose style and format of authentic materials are controlled with limited vocabulary and simple sentence structure for use by lower-level students. (See "Adapted materials" and "Authentic materials.")

Simplify. To make less complicated; to use easier, more familiar or shorter words.

Sink or swim. Programs where the course material is taught only in the dominant language of the country (e.g., English in the U.S.) without special concern for student comprehension. This approach violates the protected civil rights of limited English proficient students. Sometimes called language submersion.

Situation. Specific place where survival language is spoken (e.g., at school, at the post office, in the doctor's office).

Skimming. Quickly running one's eyes over a text to "get" the main idea or main points.

Social English. The oral and written forms of language used in everyday communication.

Social language. Oral language used in social or peer settings, in contrast to more formal academic language (e.g., *Hi, how are you?* vs. *How do you do?*).

Sound out. To use phonics to decode a word.

Specially Designed Academic Instruction in English (SDAIE). A program of instructional areas, delivered in English, which is specially designed to provide LEP students with a curriculum. (See "Sheltered English.")

Spiraling. Reusing or recycling vocabulary, grammar, or concepts throughout a text or series of lessons.

Stakeholders. Persons (or groups of people) with a vested interest in a program or project. Adult education stakeholders include students, teachers, administrators, school staff, advocacy organizations, community members, higher education institutions, the Department of Workforce Services, Office of Rehabilitation, and employers who have a significant interest in adult education.

Standard. An academic level that describes what students should know and be able to do within a specific content area. Standards define the content and process used to make decisions pertaining to planning, teaching, and assessing, reflect the knowledge and skills of an academic discipline, and reflect what the stakeholders of educational systems recognize as essential to be taught and learned. Standards provide clear outlines of content and skills so that programs can develop and align curriculum, instruction, and assessments. Standards should not dictate pedagogy or teaching styles, nor prescribe class lessons or assignments.

Standardized tests. Formal methods of assessing student performance that use the same content, task-scoring procedures, and reporting procedures for all students. Standardized tests have empirically determined, quantifiable measures of reliability and studies of their validity. Such tests allow for comparison across states and programs.

State educational agency (SEA). The agency administering education for a given state (such as a State Office of Education).

Strand. A cluster of learning standards in a content area organized around a central idea, concept, or theme.

Stress. The degree of force with which a syllable is uttered. Syllables may be stressed or unstressed in varying degrees. (See "Syllable stress" and "Word stress.")

Structural analysis. The process of determining different types of words (noun, verb, adjective, adverb) and/or parts of words (prefix, suffix, endings, root).

Structured immersion. A type of program in which language minority students receive all of their subject matter instruction in their second language. The teacher uses a simplified form of the second language. Students may use their native language in class; however, the teacher uses only the second language. The goal is to help minority language students acquire proficiency in English while at the same time achieving in content areas.

Study circle. Process in which education practitioners (*e.g.*, *teachers*, *counselors*, *administrators*, *or others*) come together in a small-group setting to learn and discuss research findings and theories, exploring how the findings can be applied to practice and policy. Study circles are often used for ongoing professional development.

Subject pronouns. See "Pronouns."

Submersion. The teaching of minority language students through the medium of a majority language, without special language assistance. Also referred to as "sink or swim"; this approach violates students' civil rights.

Subtractive bilingualism. Approach in which the second language/culture is intended to replace the first language/culture. This environment may lower self-esteem and cause loss of cultural or ethnic identity. Instructional programs such as immersion have subtractive bilingualism as their goal. The opposite of additive bilingualism.

Suffix. A word part that is added to the ending of a root word and establishes the part of speech of that word (e.g.,-tion added to assert, a verb, creates the word assertion, a noun).

Summarize. To briefly state the main points or topics.

Superlative. A form of an adjective, adverb, or noun that is used to rank an item or situation first or last in a group of three or more (e.g., *Juan is the tallest person in the class. She works the fastest of all. That machine makes the most noise*).

Supporting details. Examples reinforcing the main idea.

Syllabification. Indicates the division of words into parts/syllables. This can be done by clapping, pounding or tapping out the individual syllables in a word, by writing an underline, or by "scooping" under the individual syllables in a word (e.g., *ex press*). Not dependent on meaning.

Syllable stress. The degree of force with which a syllable is uttered. Syllables can be stressed or unstressed in varying degrees. Stress is an important component of pronunciation and contributes to meaning and intelligibility of a word (e.g., /re cord'/, to store information, vs. /re cord/, an account).

Synonym. Words having the same or similar meaning as the given word.

Tag questions. Questions added at the end of a sentence, usually to ensure the information is correct (e.g., The Patriots won the Super Bowl, didn't they?).

Target. A knowledgeable prediction or anticipation of how well students will perform at some point in the future.

Target language. The language that a student is learning as a second language. For English language students in the U.S., the target language is English.

Teachers of English to Speakers of Other Languages (TESOL). A professional organization for teachers of English to non-native-English-speaking students. TESOL has developed a set of national standards for pre-K-12 settings. (See http://www.tesol.org.)

Tense. The characteristic of a verb that indicates time.

Think-aloud strategy. A metacognitive strategy that can be used when reading a text. The reader verbalizes how he/she creates meaning for himself/herself from the text (e.g., make predictions, make connections with prior knowledge, create analogies, talk about trouble spots such as difficult vocabulary). By verbalizing, the reader reinforces the process of gaining meaning from text and can share his/her thought process with others.

Tone. Verbal expressions of the attitude of a writer or speaker toward a subject. Unlike mood, which is intended to shape the emotional response of the reader or listener, tone reflects the feelings of the writer or speaker. Tone is created by the pitch, rhythm, volume, and/or choice or words. It can be serious, humorous, sarcastic, playful, ironic, bitter, or objective. (See "Voice.")

Total Physical Response (TPR). Language-learning approach based on the relationship between language and its physical representation or execution. Emphasis is on the use of physical activity for increasing meaningful learning opportunities and language retention. TPR lessons involve detailed series of consecutive actions accompanied by a series of commands or instructions given by the teacher. Students respond by listening and performing the appropriate actions.

Transfer. One of the fundamentals of bilingual education is that knowledge and skills learned in the native language may be transferred to English. This holds true for content knowledge and concepts as well as language skills. Transfer skills shorten the developmental progression of these skills in the second language. Language skills that are not used in the first language may need to be explicitly taught in the course of second language development, but content area knowledge does not need to be explicitly re-taught as long as the relevant English vocabulary is made available.

Transition words or expressions. Words or phrases often used to link sentences, subjects or other parts of a written text. They are also used when speaking. Transitions include:

- a. adding an idea: also, in addition, further, furthermore, moreover
- b. contrasting: however, nevertheless
- c. providing an alternative: instead, alternatively
- d. showing similarity: similarly, likewise
- e. showing order of time or order of ideas: first, then, next, later, meanwhile, previously, finally
- f. showing result: as a result, consequently, therefore, thus, so
- g. affirming: of course, in fact, certainly, obviously
- h. giving example: for example, for instance
- i. explaining: in other words, that is
- j. adding an aside: by the way, incidentally
- k. summarizing: in conclusion, above all

Transitional bilingual education (TBE). Instructional programs in which subjects are taught through two languages—English and the native language of the English language students. English is then taught as the second language. English language skill requirements are emphasized, and the first language is used as a tool to learn content. The primary purpose of these programs is to facilitate the ESOL student's transition to an all-English instructional environment while receiving academic subject instruction in the native language to the extent necessary. As proficiency in English increases, instruction through the first language decreases. Transitional bilingual education programs vary in the amount of native language instruction provided and the duration of the programs.

Use and usage. Use denotes how language is used in communication. This can be contrasted with usage, the grammatical rules for language. (E.g., *Have you ever eaten fried snake?* Use: To inquire about past experiences. Usage: A present perfect question with *ever* placed in front of the past participle.) In meaningful communication, students are more concerned with the use of language.

Validity. The extent to which a measure reflects the underlying concept of what it is supposed to measure. Effective assessments must demonstrate their validity through empirical studies that involve comparing their measures with a related measure derived from another source (e.g., another assessment, expert judgment).

Venn diagram. A toype of graphic organizer used to compare two characters, ideas, etc. To create a Venn diagram, draw two overlapping circles. In the first circle, put things that are unique about the first thing to be compared. In the second circle, put things that are unique about the second thing to be compared. In the overlapping section, put things both have in common. (See "Graphic organizer," "K-W-L chart," "Mind map.")

Visualizing. The reader makes a mental picture or sketch of the words on the page and draws on what is "seen" to help create meaning.

Vocabulary. The words of a given language; a list of words for students to learn; a group of words used in relation to a subject.

Vocational English as a second language (VESL). A type of program that combines language education with instruction in job-specific skills.

Voice. A writer's unique use of language that allows a reader to perceive a human personality in his/her writing. The elements of style that determine a writer's voice include sentence structure, diction, and tone.

"With support." Reinforcement of instructional skill learning with assistance, guidance and/or supervision.

Word families. Grouped words linked by derivation or etymology (e.g., doubt, doubtful, doubtless, dubious). Word families or word sorts can also refer to words that belong to a particular group. This group can be a semantic group (e.g., *bean, squash, carrot* belong to the semantic group *vegetables*), a syntactical group (e.g., *walk, run, jump* belong to the syntactic group *verbs*), or functional group (e.g., *hello, hi, good morning* belong to the functional group *greetings*).

Word order. The correct order of subject, verb, adjectives, and other parts of speech in an utterance or sentence. Word order often follows set rules (e.g., *a blue book* instead of *a book blue*), Word order in a sentence can affect meaning (e.g., in the sentence, *The Red Sox beat the Yankees*, the first three words indicate the doer of the action, while the sixth indicates the recipient of the action). Word order can also provide clues for the meaning of a word (e.g., in the sentence *The jeft is on the floor*, the reader or listener can surmise that the nonsense word *jeft* is a noun because it comes after the article, *the*, and before a verb).

Word/sentence boundaries. The spaces and punctuation that mark the beginning and ending of words and sentences in written format.

Word sorts. See "Word families."

Word stress. The location of emphasis on a word in an utterance, providing a specific meaning to the utterance. Change of word stress will change the intent or meaning of the utterance (e.g., in the sentence *I lost my book*, the word *book* would be stressed to indicate what was lost and the word *I* would be stressed to indicate who lost a book).

Writing process. An approach to writing and teaching writing that includes developing ideas, writing a rough draft, revision, editing, and completing a final written product.